# Rattler Record

(Volunteer Service Hours Deadline is the Friday before Finals for each semester hours are earned.)

**Academic Term:**
- **Fall**
- **Spring**
- **Summer**

1. **Student Name:** ______________________
   **Student ID#:** ______________________

2. **Classification:** __________
   **Major:** ______________
   **E-Mail:** ______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Service Provided</th>
<th>Agency</th>
<th>Hrs.</th>
<th>Supervisor’s Signature/Tele. Number</th>
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8. **Student Signature:** ______________________

9. **Tele. No.:** ______________________

**FOR OFFICE USE ONLY**  
**Total Hours Approved:** __________
**OSUA Approval:** ______________________
**Date:** ______________
**Comment(s):** ____________________________________________________________________

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**Rattler Record Instructions**

*PLEASE READ and FOLLOW these instructions when completing this form.*

**Item 1.** Please print your full name. Do not use an alias or nickname.  
Student ID Number is nine (9) digit (hours will not be recorded if this section is blank or incorrect).

**Item 2.** Classification (example: Jr.; Sr.; 5th yr; etc.). Major (School & College as applicable).

**Item 3.** Date(s) should be recorded bi-weekly/or by month (example: bi-weekly 8/28-9/3/06; or 9/1-30/06).

**Item 4.** Service Provided (example: tutor; office asst.; recreation asst.; technical aide; teacher’s aide; etc.).

**Item 5.** Agency Name (example: school; park; hospital; nursing home; area; etc.).

**Item 6.** Hours total must be listed for each period (date) on appropriate line (example: 15; 25; etc.) numerically.

**Item 7.** Signature and Telephone Number for verification of hours is required.

**Item 8.** Student Signature, this section must be completed. Your signature confirms your volunteer hours are listed correctly. See Student Code of Conduct, Rule 6C3-2.012 (10) (F).

**Item 9.** Telephone Number should include area code (list a number where you can always be reached).

COMPLETED RATTLER RECORD FORMS MUST BE SUBMITTED TO THIS OFFICE.