

LEE UNIVERSITY LEONARD CENTER  
INDIVIDUAL SERVICE FORM



Service Deadlines: **November 1** and **April 1**

Service projects should be pre-approved with the Leonard Center through [service@leeuniversity.edu](mailto:service@leeuniversity.edu).

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Colleague ID #: \_\_\_\_\_

Classification: *Freshman* *Sophomore* *Junior* *Senior* Are you graduating this semester?  
 Yes  No

Major: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Mailbox # \_\_\_\_\_

Project Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization Served: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR INFORMATION:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Total Hours Served:* \_\_\_\_\_

**Supervisor Signature (upon completion):** \_\_\_\_\_

The Leonard Center reserves the right to verify any information presented on this form. Students may not receive more than 20 hours from 1 non-profit organization per academic school year, per the Service-Learning Guidelines found at [leeuniversity.edu/service-learning](http://leeuniversity.edu/service-learning).

**OFFICE USE**

Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ Hours Earned: \_\_\_\_\_ Hours Earned: \_\_\_\_\_

Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ Length of Paper: \_\_\_\_\_ ORV: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**  
The Leonard Center  
1600 Parker Street, Cleveland, TN 37320

# REFLECTION PAPER GUIDELINES



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## PROMPTS:

The key to reflection is that you take time to consider what you have learned and how you can continue learning from your service experiences. Below is a list of general service-learning reflection prompts to consider when writing your reflection papers; please, address **at least two**.

- 1) Analyze how you applied your faith through your service experiences.
  - 2) Discuss how your strengths and gifts were utilized in the service you performed.
  - 3) Discuss how your service impacted those you served (i.e. individuals, organizations and/or the environment). Consider both immediate and long-term impacts.
  - 4) Evaluate your responsibility in the larger community as the result of your service experiences.
  - 5) Describe how your service experience connects with your intended vocation or career.
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## FORMATTING:

- |   |  |
|---|--|
| <input type="checkbox"/> Times New Roman Font | <input type="checkbox"/> Double-spaced |
| <input type="checkbox"/> 12-Point Font        | <input type="checkbox"/> 1" Margins    |

Reflection Paper Length:

For every **0-10** hours a **FULL 2-page** reflection paper is required.

For every **11-20** hours a **FULL 4-page** reflection paper is required.

**Reflection papers, once submitted and graded, will be returned via campus box at the beginning of the next semester. Those without a campus box will be able to pick up their papers at the Leonard Center. All reflection papers and service documents will be discarded once the student graduates from Lee University.**

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**Questions? Call (423) 614-8614 or email [service@leeuniversity.edu](mailto:service@leeuniversity.edu)**