



Volunteerism and/or Community Service Form – UCC Nursing

Applicants to the Umpqua Community College Nursing Program may receive up to 5 points for volunteering in any organization/circumstance where the individual was supervised (directly or indirectly) and provided a service to the community.

Applicants should not submit volunteer verification documentation with their application if they have not performed at least 50 hours of volunteer service in the last 5 years.

Note to applicant: Be sure to fill in necessary information in the top section before giving this form to the supervisor/organization where the volunteer hours were performed. Volunteer hours must be verified using this form and **include a letter of reference from your supervisor or their designee which describes the activity and how it serves the community**. You may duplicate this form as needed. You must include a reference letter from each organization filling out a verification form. Be sure the form is complete. Incomplete forms or missing reference letters cannot be given consideration in the point assignment process.

Dear Human Resources/Supervisor,
I am in the process of applying to the Umpqua Community College Nursing Program. The selection points process requires verification of volunteer hours and a reference letter. Volunteer hours must be **unpaid** and completed **within the last 5 years**.

I, _____ (*print program applicant's name*) authorize the college to contact the individuals listed on this form to verify the information provided.

Applicant's Signature: _____ **Date:** _____

The portion below is to be completed by Supervisor or Human Resources

Verification of volunteer hours:

- A. Dates of Service (*mm/dd/yy*): _____ -and-
Total Hours (*mm/dd/yy*): _____
- B. Supervised by (*Print Name/Title*): _____
- C. Organization: _____
- D. Supervisor contact number: _____
- E. Supervisor signature: _____ Date: _____
- F. **PLEASE ATTACH A LETTER OF REFERENCE FOR THE APPLICANT DESCRIBING THE VOLUNTEER ACTIVITY AND HOW IT SERVES THE COMMUNITY.**