



*The Bernard P. McDonough Center
for Leadership and Business
at Marietta College*

Community Service Pre-Approval Form

Please complete this form and submit it for pre-approval if you wish to do service with an organization that is not listed in the Community Partner Catalog (found on the OCE webpage). This signed form must be submitted for your service to be approved on Track It Forward and count towards graduation or other requirements.

Date: _____

Student Name: _____

Campus/Community Organization: _____

Activity Title: _____

Date(s) of proposed activity: _____

Estimated number of hours: _____

Brief description of the activity: _____

Describe how this activity qualifies as service: _____

What will your contact with community members be: _____

Supervisor or Community Contact Name: _____

Position: _____ Phone and email: _____

Approved: YES NO

Number of hours approved:

If No, Explanation:

Director of Community Engagement Signature: _____