**Office of Student Affairs - Civic Engagement**

**Community Service Log Form**

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| **CS Code *(from L.O.V.E.) or CS Pre-approved Code*:**  |  |
| Student Name:  | (Eng) (Chi) |
| Student ID: |  | Contact Number: |  |
| Study Programme : |  | Year of Study: |  | Year of Entry: | 🞎2012/13 🞎2013/14🞎2014/15 🞎2015/16 |
| Email: |  @ln.hk | Non-local Student: 🞎  |
| Name of Service Organisation: |   |
| Name of Service Programme: |  |
| Period of Service : | From(DD/MM/YY) To  |

1. **Nature of Service Target:**

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Children | ❑ Youth | ❑ Family | ❑ Elder |
| ❑ Women | ❑ Mentally-ill Patient and Rehabilitator | ❑ Disabled |
| ❑ New Arrivals | ❑ Mentally Handicapped | ❑ Street Sleeper |
| ❑ Offender | ❑ Rehabilitated Drug Abuser | ❑ The Public |
| ❑ Ethnic Minorities | ❑ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

2 **Nature of Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| ❑ Office Work | ❑ Coaching Service | ❑ Escort Service | ❑ Concern Visits |
| ❑ Manual Labour Work | ❑ Befriending/ Mentoring | ❑ Tutoring | ❑ Conducting Research |
| ❑ Fund-raising | ❑ Environmental Protection  | ❑ Organising Educational Groups & Activities |
| ❑ Organising Developmental Groups & Activities | ❑ Strategic/ Business Planning for Organisation | ❑Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. What duties did you take up in this service?

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1. What impact did your service have on you personally, the agency or the community?

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| **For recognized CE hours (To be completed by service agency / coordinator)**  |
| Total Training Hours the Volunteer Attended: |  | Name of Person-in-charge: |  |
| Total Service Hours the Volunteer Provided: |  | Contact Tel: |  |
| Official Chop of Service Agency: |  | Signature: |  |

* + Please return this form to the OSA (G/F, WYL) within one month of the service completion
	+ This form can be downloaded at <http://www.ln.edu.hk/osa/ce>
	+ For enquiry, please contact OSA at Tel: 2616 7023 email:c.connects@ln.edu.hk