**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](mailto:c.connects@ln.edu.hk)