

### **MEP Report Card**

- This is the form we use to keep track of all requirements, including community service. Right now, students will write in the name of the event, number of hours, and have an event coordinator sign to verify they completed their hours. From there, we manually enter their service hours into our master excel spreadsheet.
- Community Service sign-up sheets
  - There are three examples of the various events we support:
    - 1) Basic- name, contact information, certain number of volunteers needed
      - a. Example attached: Tour Guide
    - 2) More detailed – name, contact information, time available to volunteer (time varies, number of students varies)
      - a. Example attached: College Making It Happen
    - 3) Complex – name, contact information, time available, shifts available (there may be different “shifts” to work within one event, time varies, number of students varies).
      - a. Example attached: MEP Orientation