Community Service Form

To access the Community Service Form:
https://services.mhc.cuny.edu/survey/index.jsp

Log-in to the Surveys Site using your username and password.
Once you have logged in to the Activities Site, click on the “Community Service” dropdown menu to see a list of your previously submitted community service records.

Instructions follow on how to create, edit or delete a community service record.

1. Create new community service record
2. Update an existing community service record
3. Delete an existing community service record
1. **To create a new record**, select “click here to submit a new record”.

Read the instructions, and click “Next”. 
The next page shows your current contact information. Review the information and submit any changes.

Next step is to perform a search for the agency where you performed this community service. If the agency does not appear on the list, you can add it to the list by clicking “Create a new agency”.

![Contact Information Form](image)

![Organization Search](image)
Next, **review the organization information**.

After reviewing the agency information, you can **enter information about the community service you performed** (description of service, dates, supervisor contact information, etc.). After completing the information, you should click “Next”.
Finally, confirm whether or not they want to edit or print the community service information that you previously entered.

If you choose to print the Community Service Form, you will receive a verification page that contains all of the personal and agency information that was previously entered.
2. To **edit an existing record**, select “Edit”. Please note you can only delete community service records which have not been approved by your advisor.

![Image of edit function]

Next, you can **review the organization information**. After you have reviewed and made any necessary changes to the organization information, click next.

![Image of organization information form]
After reviewing the organization information, you can edit any **information about the community service you performed** (description of service, dates, supervisor contact information, etc.). After completing the information, you should click “Next”.

Finally, you can confirm whether or not they want to **edit** or **print** the community service information that you previously entered.
If you choose to print the **Community Service Form**, you will receive a **verification page** that contains all of the personal and agency information that was previously entered.

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### VERIFICATION OF COMMUNITY SERVICE FOR UNIVERSITY SCHOLARS

CS00010330  
10/01/2012

Please print this form, deliver to your supervisor for signature, then deliver to your home campus Macaulay Honors advisor for approval.

**Student Information**

- **HNC00078355**
- **Student Name**: Lang, Wan-Luh  
- **Phone**:  
- **Address**: 35 East 57th Street, New York, NY 10023

**Organization & Position Information**

- **Organization**: Hazon Yeshaya,  
- **Org. Address**: 90 Rash Street P.D. Box 67270  
- **Description of Service**: Jerusalem 6, 91771  
- **Start Date**: 09/17/2012  
- **End Date**: 09/17/2012  
- **Hour(s)**: 8

**Supervisor Information**

- **Name**: Phillips, Abraham  
- **Title**: Head of Organization  
- **Email**: abraham@test.org  
- **Phone**: 2127292910  
- **Fax**:

**Was student financially compensated for service?** (Please check one)  
- ☐ Yes  
- ☐ No  

**NB**: If you answer “Yes”, this service does not qualify as community service.

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**Signature of Supervisor**  
**Date**
3. To **delete an existing record**, select “Delete”. Please note you can only delete community service records which have not been approved by your advisor.