

**Trinity University**  
**Dean of Students Office**  
**Community Service as a Sanction – Steps to be Completed**

The following steps must be taken to verify that community service was performed as part of a Student Conduct Board sanction.

Step 1

Set-up a fifteen minute appointment with the Coordinator for Greek Life and Service in Campus & Community Involvement by calling extension x7547 at least two weeks before your service hours are due.

Step 2

Meet with the Coordinator for Greek Life and Service to discuss possible volunteer sites. This staff member will provide you with a Community Service Completion Form that will need to be signed by the non-profit agency.

Step 3

Complete the designated number of community service hours and have the Community Service Completion Form signed by a representative of the non-profit agency.

Step 4

Turn in the Community Service Completion Form to the Student Conduct Board mailbox (Box #71) at the Mail Center in the Coates University Center.