CENTER for COMMUNITY-BASED
LEARNING, LEADERSHIP, and RESEARCH
at the University of Wisconsin-Milwaukee

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Student Service Record
Memorandum of Understanding – ARC Notetaker

The Student Service Record Program requires students to participate in regular service (minimum once per month) with their selected service site(s). This form solidifies the understanding of service commitment between the volunteer and the following service site.

Ineligible service includes service for on-campus student organizations, episodic service (except CCBLLR coordinated events), service promoting political or religious ideas, and any service for course credit (except Service-Learning), paid hours, or research hours.

Student Information

Student Name: _____

E-mail: _____ Phone Number: _____

Service Site Information

Service Site Name: _____

The service site is a (double click to check the box you want to select):

☐ nonprofit   ☐ public school   ☐ govt. organization

Site Supervisor Name: _____

E-mail: _____ Phone Number: _____

Signatures (to insert your signature click on the text field below and select the Insert tab → Auto Text → Signature)

Student: _____ Date: _____

Site Supervisor: _____ Date: _____

Reflection

The Student Service Record Program looks to develop civic-minded students by building relationships with non-profits in the community. In an effort to keep students mindful of the impact they can make through donating their time and talents, we ask you to fill out the service reflection on the following sheet.

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Service Description

Title of Position (volunteer, mentor etc.): _____

Briefly describe the role and responsibilities of the volunteer.

Service Commitment

Please describe your shared understanding of the volunteer's time commitment to the service site.

Community Work Objective

Please describe what you hope to achieve or contribute to the community through your service.

Learning Goals

Please describe what you personally hope to learn, what skills you hope to develop, etc.

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*Notes must be uploaded in an electronic format (e.g. Word doc or PDF) within 24 hours of the completion of a class.

Upload notes at https://uwm.edu/arc/notetaker-resources/ by selecting the "Upload Notes" button

at the bottom of the page.

The Student Service Record (SSR) Program is coordinated by the
Center for Community-Based Learning, Leadership, and Research (CCBLLR).

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