

Membership Service Point Form

Please record the information concerning your volunteer service. Be sure to circle type of service performed AND include a signature of service recipient. Service points accrue on a calendar year basis (Jan. 1 to Dec. 31). Two (2) service points are awarded for each volunteer hour served. (Or, one service point for each \$20 sold during Chapter fundraising campaigns.)

Point forms must be submitted by the end of each semester: Spring=May 31; Summer=August 31; Fall=December 31. However, if possible, submissions on a monthly basis will help with a service report accounting to the Student Government Association. Meetings are a great time to submit your service forms. **Forms may also be submitted to the recording secretary's mailbox in the Honor's Study Room in the Harrisburg Campus Library or mailed to: Harrisburg Area Community College, Phi Theta Kappa/Alpha Nu Omega Chapter, Arts 121F, One HACC Drive, Harrisburg, PA 17110.** Forms *must* be legible to be recorded.

DO NOT place these forms in any Advisors' office or their mailbox; they will NOT be recorded. Questions regarding service points or on completing this form should be directed to the Recording Secretary by email: anorecsec@gmail.com or at the General meetings. Due to technical difficulties and the need to keep hard copies with service recipients' signatures on file, e-mailed forms will **NOT** be accepted. Blank service point forms are available from our Chapter website. *Please retain copies for your records.*

Today's Date: _____ HACC ID: _____

Member Name: _____ Home Address: _____

E-mail address: _____ Telephone Number: _____

Organization Name (who): _____ **Service description (what):** _____

Location of service (where): _____ **Date of service (when):** _____

Service Type (circle one): College, Chapter, or Community Total hours: _____ Total points: _____

Signature of authorized service recipient: _____