

**LEE UNIVERSITY LEONARD CENTER**  
INDIVIDUAL SERVICE FORM



Service Deadlines: **November 1** and **April 1**

Service projects should be pre-approved with the Leonard Center through [service@leeuniversity.edu](mailto:service@leeuniversity.edu).

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ Colleague ID #: \_\_\_\_\_

Classification: *Freshman* *Sophomore* *Junior* *Senior* Are you graduating this semester?  
 Yes  No

Major: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Date(s): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Name of Organization Served: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR INFORMATION:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Total Hours Served:* \_\_\_\_\_

**Supervisor Signature (upon completion):** \_\_\_\_\_

The Leonard Center reserves the right to verify any information presented on this form. Students may not receive more than 20 hours from 1 non-profit organization per academic school year, per the Service-Learning Guidelines found at [leeuniversity.edu/service-learning](http://leeuniversity.edu/service-learning).

**OFFICE USE**

Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_ Hours Earned: \_\_\_\_\_ Hours Earned: \_\_\_\_\_

Approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_ Length of Paper: \_\_\_\_\_ ORV: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**  
The Leonard Center  
1600 Parker Street, Cleveland, TN 37320

# LEE UNIVERSITY LEONARD CENTER

## REFLECTION PAPER GUIDELINES



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### PROMPTS:

The key to reflection is that you take time to consider what you have learned and how you can continue learning from your service experiences. Below is a list of general service-learning reflection prompts to consider when writing your reflection papers; please, address **at least two**.

- 1) Analyze how you applied your faith through your service experiences.
  - 2) Discuss how your strengths and gifts were utilized in the service you performed.
  - 3) Discuss how your service impacted those you served (i.e. individuals, organizations and/or the environment). Consider both immediate and long-term impacts.
  - 4) Evaluate your responsibility in the larger community as the result of your service experiences.
  - 5) Describe how your service experience connects with your intended vocation or career.
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### FORMATTING:

- |   |  |
|---|--|
| <input type="checkbox"/> Times New Roman Font | <input type="checkbox"/> Double-spaced |
| <input type="checkbox"/> 12-Point Font        | <input type="checkbox"/> 1" Margins    |

Reflection Paper Length:

For every **0-10** hours a **2-page** reflection paper is required.

For every **11-20** hours a **4-page** reflection paper is required.

**Reflection papers, once submitted and graded, will be available at the beginning of the next semester for pick up in the Leonard Center. All reflection papers and service documents will be discarded once the student graduates from Lee University.**

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**Questions? Call (423) 614-8614 or email [service@leeuniversity.edu](mailto:service@leeuniversity.edu)**