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EMPLOYEE DAY OF COMMUNITY SERVICE
LEAVE APPROVAL FORM

As part of the approval process, Antioch University requests information about the organizations benefitting from the Employee Day of Community Service in order to derive aggregated data concerning the community service of our employees.

Name: Ext. or Phone #

Department/Program:

Name of Organization:

Date & Hours of Volunteer Service:

Check the category that best describes the service activity (check all that apply).

- Tutoring/Education
- Elderly Care
- FaithBasedInstitution
- Children/Youth
- Environmental

- Public/CivicManagement
- Health/HumanServices
- DiversityIssues
- PovertyIssues
- Other:

Please describe your volunteer activity, including the event name and location:

Employee Signature: Date:

Supervisor Approval: Date:

Please return this form to the Human Resources Office