

**The University of Toledo - TOLEDO EXCEL
COMMUNITY SERVICE ACTIVITY AND EVALUATION FORM**

Student Name (please print) _____ EXCEL Group # _____
 Student Address _____ Phone # _____
 Student Email _____
 Placement Agency/Organization _____
 Service Site Address _____ Phone # _____
 Student Responsibility _____ Student Signature _____

(To be completed by supervisor) # of Hours Completed _____
 Beginning/Ending Dates (from/to): mm/dd/yy _____ --- _____
 Supervisor Name: _____ Supervisor Signature _____

Please rate the student volunteer using the following scale:

C = Commendable; A = Acceptable; I = Improvement needed; U = Unacceptable

Tasks to be completed	Tasks Completed (initial)	Performance Rating

Communication Skills	Performance Rating	Communication Skills	Performance Rating
Uses appropriate grammar		Uses appropriate vocabulary	
Communicates effectively with others		Asks appropriate questions	

Motivation	Performance Rating	Motivation	Performance Rating
Takes initiative when appropriate		Shows enthusiasm	
Demonstrates interest in tasks assigned		Completes work assigned	

Interpersonal Skills	Performance Rating	Interpersonal Skills	Performance Rating
Projects a positive attitudes		Follow instructions given	
Cooperates with others		Speaks respectfully to all	

Please comment on strengths/weaknesses _____

Other comments _____

Return, after community service hours have been completed, to: **The University of Toledo , TOLEDO EXCEL, 2801 W. Bancroft MS 102, Toledo, Ohio 43606** for additional forms or information, phone (419) 530-3820 or email ToledoExcel@utoledo.edu

Distribution: **white copy** – return to TOLEDO EXCEL; **yellow copy** – student keeps for records

TOLEDO EXCEL STAFF USE ONLY Date received: _____ Date recorded in students file: _____