

**Texas Academy of Leadership in the Humanities
H.E.L.P. Volunteer Performance Record 2019-2020**

Student Instructions: Please complete the student portion of this form—one form per student and organization—and ask the organization representative at your volunteer location to complete the organization portion. Return the signed form each week to the TALH Community Meeting. Forms are available in the TALH Lounge, the box outside Mr. Stevenson’s office, and the TALH website (www.lamar.edu/texasacademy).

To be completed by student:

Volunteer’s name: _____ Organization: _____

Date(s) and time(s) of volunteer service: _____

Organization Representative Instructions: Please provide the following requested information for the student volunteer noted above for the week and return to the student. Please feel free to comment below on any matters you would like to address. Especially if you have any concerns, please contact us at (409) 839-2990. Thank you for your support and assistance!

To be completed by organization representative:

1. Total number of hours worked for this week: _____
2. Please check all that applies: Student is Punctual Reliable Respectful Productive
 Willing to help Other (please specify) _____

Comments: _____

Organization representative signature Date Printed name Phone number