

**TUNG WAH COLLEGE**  
Student Affairs Office

**Community Service Programme (CSP) Record Form**

Student Name: \_\_\_\_\_

Student No.: \_\_\_\_\_

Study Programme: \_\_\_\_\_

Contact  
Number: \_\_\_\_\_

Senior Year Entry: YES / NO\*

*\*Please delete the inappropriate item.*

*Remarks: All TWC students are required to complete 30 community service hours before graduation and at most 6 service hours could be granted for the training time.*

Name of Service	Service Agency	Types of CSP*	Date (DD/MM/YY)	Time In	Time Out	No. of service hours	Service Details (Role and service contents)
<b>Work Supervisor's Comments</b>							
<b>Student's Self-evaluation (including reflection on own learning and plan for improvement, etc.)</b>							
<b>Signature of Work Supervisor &amp; Chop of Service Agency</b>							

Signature of Student: \_\_\_\_\_

Received by SAO on: \_\_\_\_\_

*\*Types of CSP: Skill Coaching, Recreational, Escort and Caretaking, Visitation, Manual Work, Secretarial Support, Mentoring, Research/Survey, Tutoring, Hospitality, Planning and Organization, Art and Design, Campus Services and Environmental Protection.*