



# THE SANCTION AND VOLUNTEER PROGRAM

## STUDENT EVALUATION FORM

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

ID#: \_\_\_\_\_

Classification: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Number of hours completed: \_\_\_\_\_

### EVALUATION CRITERIA

- Student Must:**
- Report to volunteer assignment on time
  - Complete required number of hours as indicated
  - Dress appropriately for volunteer assignment
  - Report to volunteer assignment without a friend, roommate, etc. to the volunteer site
  - Obtain Volunteer Supervisor's evaluation of assignment completed
  - Receive a rating of 4 or higher in each of the five evaluation criteria

**Note to the Supervisor:** Please rate the quality of service performed by the above-named student using the scale below. (5 being the highest; 1 being the lowest). Please highlight your response in "red"

**Example:** Student presented him/herself in a professional manner.  
**Poor 1 2 3 4 5 Outstanding**

**NOTE TO SUPERVISOR:** Please rate the quality of service performed by the above-named student using the scale of 5 being the highest; 1 being the lowest. Please highlight your response in "red" if submitting electronically (see example above). If you are submitting a hardcopy please circle your response and return to the Office of Judicial Affairs located in the Azalea Building, 1st Floor. Email address: [cgrate2@scsu.edu](mailto:cgrate2@scsu.edu).

1. Student presented him/herself in an appropriate manner.  
 Disagree 1 2 3 4 5 Strongly agree
2. The student was on time and ready to perform volunteer assignment.  
 Disagree 1 2 3 4 5 Strongly agree
3. The student stayed on task.  
 Disagree 1 2 3 4 5 Strongly agree
4. The student demonstrated a positive attitude toward people/personnel.  
 Disagree 1 2 3 4 5 Strongly agree
5. The overall level of volunteer assignment performed by this student was satisfactory.  
 Disagree 1 2 3 4 5 Strongly agree

Comments: \_\_\_\_\_

Supervisor Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Title/Office Location: \_\_\_\_\_