



**Please provide a list of the first and last names of students enrolled in this course who will be completing service-learning hours so that their hours can be approved by Bonner Office staff.**

**Please provide the anticipated number of students in the course so forms may be gathered for distribution:**

Number of students: \_\_\_\_\_

**Will this course have a service-learning component from now on?** \_\_\_Yes \_\_\_No

If no, the course will need to be registered each time it is offered.

**Please check one of the following options:**

\_\_\_\_ I plan on establishing my own service sites. Please attach a list of sites, locations, and contact names.

\_\_\_\_ I would like for the Bonner Office of Civic Engagement to set up the placement sites in consultation with me.

**\*Are you requesting transportation between campus and service sites for your students?**

\_\_\_Yes \_\_\_No If yes, please provide service site address(es):

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**Please list the date and time you would like someone from the Bonner Office of Civic Engagement to visit and review the process for transportation and recording service learning hours with your students.**

Date \_\_\_\_\_ Time \_\_\_\_\_

**You will be provided a copy of your registration along with a confirmation of the class visit if scheduled and notification of availability of transportation if relevant.**

**Return this form to Manley Student Center Room 202 or by email to [jtisdale@spelman.edu](mailto:jtisdale@spelman.edu).**

\*Due to finite resources, the Bonner Office of Civic Engagement is able to provide van transportation for a limited number of students, within a defined geographic area. Marta Cards and millage reimbursement are also transportation resources for students engaged in approved service-learning activities.