****

**Student Obligation Grid, Fall 2018**

***Please return the completed form to the KHA Office at the end of the semester.***

*All items must be completed to satisfy requirements of the KHA. Please indicate that you have completed each item by initialing in the right-hand column. Additional information about policies and obligations may be found on the CU website and in the KHA Orientation Package. Thank you!*

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification: □ Freshman □ Sophomore □ Junior**

|  |  |  |
| --- | --- | --- |
| **Grade Point Average** | Min of 3.0 Ea.; 3.7 is Avg. | My GPA: Enter GPA here. |
| **Progress Towards the Degree** | Minimum of 1 Academic Advisor Meeting | Dates: Enter Date here. |
| **Honors Curriculum** | Requirements by Cohort | Honors Courses for this semester:  Enter Course(s) here. |
| **KHA Receptions** | 2 Required Events; Sign in at the event | Initial to indicate attendance: |
|  | 1. Welcome Banquet | Enter Event & Initial here. |
|  | 1. Fall Banquet | Enter Event & Initial here. |
| **KHA Professional Development Workshops** May be a combination of PD, pre-law or pre-med visits, special KHA-invited lecture/presentation, leadership seminars or other Project Coordinator assignments) | 3 Minimum Events | Events and Dates:   1. Event: Enter Event & Date 2. Event: Enter Event & Date 3. Event: Enter Event & Date |
| **Meeting with Special Project Coordinator** – Professional Portfolio/ Resume/ Career Assessment/ Internship Discussion/LinkedIn | Minimum of 1 Meeting, and completion of Meeting Form for File (***Must schedule an appointment for meeting***) | Initials and Date(s):  Enter Initial & Date here. |
| **Cultural Events**  (Special Lecture series, University sponsored speakers, FYE events, etc)  ***\*Events must be approved by SPC\**** | 3 Minimum; Sign in at the events | Events and Dates:   1. Event: Enter Event & Date 2. Event: Enter Event & Date 3. Event: Enter Event & Date |
| **KHA Social/Residential Events** | 2 Minimum; Sign in at the events | Events and Dates:   1. Event: Enter Event & Date 2. Event: Enter Event & Date |
| **Honda Campus All Star Challenge** | 1 Practice &  1 Quiz | Dates and Initials:  Enter Initial & Date here. |
| **KHA Mandatory Meetings** | All call meetings | Initials: Initial here. |
| **Community Service** | 5 hours minimum per semester; 2 minimum with the KHA. Must be on file in KHA office. | Fill out on reverse side |

**Community Service Record**

(Attach additional sheets if needed)

**Requirements:**

* 5 hours minimum per semester; 2 minimum with the KHA.
* Must be on file in KHA office.
* You must obtain the initials of the person you report to or obtain a written letter to verify your hours served. (Please attach letter to form)
* Community service at outside agencies regulations: <http://www.cheyney.edu/keystone/Community-Service.cfm>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Event & Sponsor** | **Hours Served** | **Sponsor**  **Initial** | **Student Initial** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Total Hours Served:** \_\_\_\_\_\_\_\_\_\_\_

* Please turn in your completed community service record to the Special Projects Coordinator for review and sign-off

|  |
| --- |
| For office use only. Do not write below this line. |

Date Verified \_\_\_\_\_\_\_\_\_\_\_\_\_ KHA Staff Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_