This form should be returned either to Dylan McNally’s room (423) or to Dylan McNally’s mailbox in the Martel mailroom.

Each new student at Martel is required to perform four hours of service to Martel during the year in order to get housing priority (Martel College By-Laws Article III, Section B, Subsection I). Events at which hours can be obtained will be announced as they arise. Only these events may be used to complete your service hours. Events for which no service hour possibilities have been announced cannot be used to receive hours. Exceptions to this rule must be cleared through the Vice President. To receive your hours, you need to fill out all necessary parts of this form.

It is every new student's own responsibility to accurately fill out these forms and return them in a timely fashion. In accordance with H&D rooming deadlines, all forms for the year are due on Sunday, April 1, 2012 by 5:00 PM. For all events occurring after that date, estimate the time to be worked; these numbers WILL BE VERIFIED. If the proper hours are not worked, your rooming priority will be revoked retroactively.

If you have any questions, please contact Dylan McNally (djm4@rice.edu) or your Floor Lord.

**Please fill out the following section:**

Name: ______________________________________________________________________________
Room: ____________ E-mail: ______________________________________________
Name of Event: ______________________________________________________________________
Date of Event: ______________________________
Time Started Work: _____________________ Time Ended Work: __________________________
Event Supervisor: _____________________________________________________________________
Event Supervisor Signature: ____________________________ Date: ______________
New Student Signature: ____________________________ Date: ______________

**Internal use only (do not fill out):**

Date Received: ______________
Processed? ______________
Date Processed: ______________