Student Affairs Certificate Program – Activity Verification Form

You must provide a completed Activity Verification form to earn points towards your certificate for each activity. Save these Activity Verification Forms to turn in with your Completion Form when you have collected all the points needed for each tier for your Certificate.

Participant’s Name: __________________________________________________________________________

Unit: ___________________________ Job Title: ______________________________________________________

Phone: ___________________________ E-mail: ___________________________ Mail Code ___________________

Tier: ___________________________ Total Points Earned: ___________________________

Title of Activity Attended: ______________________________________________________________________

Date/Location: __________________________________________________ Duration: ______________________

Description of Activity: _________________________________________________________________________

Verification/Contact Person – Name and Title: ______________________________________________________

Contact’s Phone: ___________________________ Contact’s E-mail: ___________________________

I certify that this participant participated in the activity listed on this form for the length of time indicated.

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Earning Points

1 Point Activities:

☐ Attending a Student Affairs professional development program

☐ One point will be issued for each hour increments, however some workshops will be capped depending on the program.

2 Point Activities:

☐ Leading or Co-Leading a Student Affairs professional development program (1 additional point if the event is cosponsored with another department)

☐ Help with/Participate at an event for the students that is outside your normal role within Student Affairs

3 Point Activities:

☐ Membership on a campus committee (3 points each year)

☐ Active participation in a Student Affairs small group (book/article club) for the academic year

☐ Serve as Staff Advisor to a UIS student group

5 Point Activities:

☐ Serving as Chair or Co-Chair of a campus committee (5 points per year)

☐ Serving as the Coordinator for a Student Affairs small group for the academic year

☐ Volunteer as a Student Affairs Mentor to a new staff member for the year (must have at least two years of experience at UIS)

____________________________________________________________________________

Signature              Date

Make and retain a copy of this form for your records. When you have collected enough point to complete a tier, submit the form(s) with your Completion Form to the VCSA’s Office – Attn: Student Affairs Professional Development Committee (Mail Code: UHB 1071)