



Leadership Certificate: Documentation of Leadership Activities Form

Complete this form to verify your leadership activities for component 2 if:

- You did not complete an experience for KU class credit
- You did not attend a leadership training or program offered by the Student Involvement & Leadership Center (SILC) or Office of Multicultural Affairs (OMA)
- You were not a Residential Assistant (RA)

To provide documentation for *Experiential Learning* please upload a completed copy of this form with your leadership activity hours through myKU portal.

1. A signed **Documentation of Leadership Activities Form** (page 2 of this document) **from a KU faculty, staff member, or advisor** that can attest to your leadership experiences. This form is to be uploaded with your leadership activity hours through myKU portal.

OR

2. Pre-approved documentation agreed upon by the Leadership Engagement Certificate Team.

Documentation must be uploaded to your leadership engagement certificate record through myKU portal no later than the last day of final exams to receive certification in a given semester.



Documentation of Leadership Activities Form for the Leadership Certificate

Part I: To be completed by the student.

Date: _____

Student Name: _____

Student ID number: _____

Number of hours spent on project or leadership engagement activities: _____

Brief summary of leadership experiences and responsibilities:

Part II: To be completed by a supervisor, KU faculty, or KU staff member who can verify your leadership experiences and responsibilities.

Name: _____

Title: _____

Organization/KU Department: _____

Phone: _____

E-mail: _____

Please comment briefly on this student’s performance and involvement in the above activity. Attach additional page(s) if necessary.

I acknowledge that the above student satisfactorily completed the activities described above.

Supervisor/advisor signature: _____

Date: _____