
Add the department, college and university committees for this year.

1. Click on Department.

▼ **Service**

Department	Professional
College	Public
University	

2. Click on Add New Item.

< **Department**

+ Add New Item

📄 Duplicate

3. Fill in the appropriate information.

a. You don't need to fill in every category.

< **Edit Department**

Cancel

💾 Save

💾 Save + Add Another

Activity Type

Explanation of "Other"

Activity/Committee Name

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year

Were you elected or appointed?

Was this compensated or pro bono?

Responsibilities/Brief Description (30 Words or Fewer)

Brief Description of Committee's Key Accomplishments

Note: For activities that are/were only on one day, leave the start date blank and specify the end date. For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

Start Date

End Date