

## CLIMB Student Affairs Certificate Program – Activity Verification Form

You must provide a completed Activity Verification Form to earn “steps” toward your CLIMB Certificate for each activity where no transcript or other official record of completion is available. Save these Activity Verification Forms to turn in with your Completion Form when you have collected all 25 “steps” for your CLIMB Certificate.

CLIMBer’s Name: \_\_\_\_\_

Unit: \_\_\_\_\_ Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Title of Activity Attended: \_\_\_\_\_

Date/Location: \_\_\_\_\_ Duration: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Verification/Contact Person – Name and Title: \_\_\_\_\_

Contact’s Phone: \_\_\_\_\_ Contact’s Email: \_\_\_\_\_

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

\_\_\_\_\_  
Contact’s Signature

\_\_\_\_\_  
Date

Make and retain a copy of this form for your records. When you have collected 25 steps, submit the form(s) with your Completion Form to the Program Assistant in the VCSA’s Office – Attn: Student Affairs Professional Development Committee (Mail Code 0015).

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