FCA COMMUNITY SERVICE HOURS LOG SHEET 2016-2017

NAME _____ **GRADE** _____

***STUDENTS*: Please write legibly. You are responsible for completely filling in each section and column of this form by following the directions and examples given below. Incomplete forms will not be accepted. This includes the bottom portion of this form.**

DATE of SERVICE	TASK PERFORMED & BRIEF EXPLANATION	HOURS WORKED	COMMUNITY, SCHOOL, AGENCY, or ORGANIZATION	NAME & TITLE of SUPERVISOR; PHONE NUMBER; & SIGNATURE of SUPERVISOR
List dates separately. Ex. - 7/23/16	*List task performed & explain. Example: Landscaping. Helped with grounds clean-up; gardening. Painting.*	*List specific hours worked & total. Example: 8:00 – 10:00; 2:00 - 3:30 = 3.5 hrs. total*	*List name of organization you worked for &where they are located. Example: Habitat for Humanity, Gainesville, FL*	*List name & title of adult supervisor, their phone number, & have supervisor sign form. Example: Mr. John Doe; Facilities Director; (386) 454-1641; Mr. John Doe*

Forms are due at the end of each semester; however, you may turn in any completed forms at any time during the school year. Include the total number of hours worked.

Number of On Campus Hours: _____ **+ Number of Off Campus Hours:** _____ **= Total:** _____

I verify that this log is a true and accurate record of my unpaid volunteer community service. Student Signature:_____

Date Submitted: _____ **(*Circle one*: 1st Semester; 2nd Semester)**

5/28/16