

FCA COMMUNITY SERVICE HOURS LOG SHEET 2017 - 2018

NAME _____ GRADE _____

STUDENTS: Please write legibly. YOU are responsible for completely filling in the sections of this form (not your parents and not the supervisor). Remember to include the totals at the bottom of the page. Follow the directions and examples given below. Incomplete forms will be returned for completion and credit will not be assigned until the form is filled out properly and completely.

DATE of SERVICE	TASK PERFORMED & BRIEF EXPLANATION	HOURS WORKED	COMMUNITY, SCHOOL, AGENCY, or ORGANIZATION	NAME & TITLE of SUPERVISOR; PHONE NUMBER; & SIGNATURE of SUPERVISOR
List service dates	List task performed & explain	List specific time worked. List total time rounded to nearest quarter hr.	List name of organization you worked for & where they are located.	List name & title of adult supervisor and their phone number; supervisor signs form.
6/28/17	Landscaping; Painting rooms of houses	E X A M P L E Time(s): 9:00 – 11:15 (2.25 hr) 1:30 – 4:00 (2.5 hr) Total: 4.75 hrs.	Habitat for Humanity, Gainesville, FL	Mr. John Doe Facilities Director 386-454-1641 <i>Mr. John Doe</i>
		Time(s): Total:		Printed Name: Title: Phone: Signature:
		Time(s): Total:		Printed Name: Title: Phone: Signature:
		Time(s): Total:		Printed Name: Title: Phone: Signature:
		Time(s): Total:		Printed Name: Title: Phone: Signature:
		Time(s): Total:		Printed Name: Title: Phone: Signature:

*Turn in completed forms any time during the school year. *Use multiple forms when necessary. *Include the total number of hours worked for this page only.

Number of On Campus Hours: _____ + Number of Off Campus Hours: _____ = Total: _____ Date Submitted: _____

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