

FCA COMMUNITY SERVICE HOURS LOG for 2018 – 2019

First Christian Academy ♦ 24530 NW 199th Lane ♦ High Springs, FL 32643 ♦ Phone 386-454-1641 ♦ Fax 386-454-9727 ♦ Student Services Director only (initial/date): _____

STUDENT NAME (print first and last name): _____ **GRADE:** _____

DIRECTIONS: ♦ Please write legibly. ♦ Students, (not parents or other adults), are responsible for making sure this form is completely filled out according to the instructions and example given for each section. Students are also responsible for filling out the *bottom portion of the page*, including the total number of on and off campus hours, and their signature. ♦ Log sheets may be turned in throughout the school year; all forms are due on or before **May 13, 2019**. ♦ Multiple forms may be used when necessary.

DATE of SERVICE <i>List separately</i>	TASK(S) PERFORMED and BRIEF EXPLANATION	HOURS WORKED <i>(List specific time(s) worked; add total and round to nearest quarter hour.)</i>	COMMUNITY, SCHOOL, AGENCY, or ORGANIZATION & LOCATION <i>(No initials or abbreviations)</i>	Printed NAME and TITLE of ADULT SUPERVISOR; their PHONE NUMBER and SIGNATURE
<i>EXAMPLE</i> 5/28/18	Landscaping; Painting rooms of houses	<i>Time(s): 9:00 am – 11:10 am (2.25 hr); 1:30 pm – 5:00 pm (3.5 hr) Daily Total: 5.75 hrs.</i>	Habitat for Humanity, Gainesville, Florida	Printed Name: Mr. John Doe Title: Facilities Director Phone: 386-454-1641 Signature: <i>Mr. John Doe</i>
1.		<u>Time(s):</u> <u>Total:</u>		Name (print): _____ Title: _____ Phone: _____ Signature: _____
2.		<u>Time(s):</u> <u>Total:</u>		Name (print): _____ Title: _____ Phone: _____ Signature: _____
3.		<u>Time(s):</u> <u>Total:</u>		Name (print): _____ Title: _____ Phone: _____ Signature: _____
4.		<u>Time(s):</u> <u>Total:</u>		Name (print): _____ Title: _____ Phone: _____ Signature: _____
5.		<u>Time(s):</u> <u>Total:</u>		Name (print): _____ Title: _____ Phone: _____ Signature: _____

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: _____