Student Name:_____**Student A#:**_____

Student Telephone:_____**Instructor/Course:**_____

Agency:_____

Instructions: Please use this timesheet to document your service learning hours. You, as the student, are responsible for submitting this completed form to the Service Learning Office (room 107 Chasteen Student Services Center) once you have completed your required hours. Each day that you volunteer, document the date/time on this form and have your supervisor initial/sign verifying you completed the hours stated. You can mail or scan/email this form to the address below. If you do not supply the Service Learning Office with this form, you will NOT receive credit for your volunteer time. Thank you.

Student Services Office
Attn: Service Learning Coordinator
P.O. Box 2216
Decatur, AL 35609-2216
Phone: 256-306-2870
E-mail: nicole.ricketts@calhoun.edu

CALHOUN COMMUNITY COLLEGE
SERVICE LEARNING TIMESHEET

Date	Time In	Time Out	Total Hours	Agency Representative
Grand Total Hours For Semester				

NOTE: *Use of this timesheet is for Calhoun's purposes. If agency has a different type of timesheet, please fill out in addition to this timesheet.*