

Submit timesheet on the 1st and 15th of each month. Regular timesheet submissions ensure inclusion in service-learning hour reports sent to faculty upon request, at midterm, and end of semester.

**FSU
Office of Civic Engagement & Service Learning
Timesheet**

Name: _____

Course: _____

Service Site	Date	Time		Number of Hours	Responsibilities	Student Initials	Supervisor Initials
		In	Out				
Example: Office of Civic Engagement & Service Learning	9/5/2013	9:30	11:45	2.25	Detailed description of service activities performed during the hours	Each day	Each day
Total Hours Worked							

Timesheet MUST be signed by site supervisor BEFORE submission to the CESL.

Supervisor Name:	Signature:	Agency:
CESL Office Use Only	Date entered in database:	By:

New timesheets can be printed from: [http://www.uncfosu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet\(0\).pdf](http://www.uncfosu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet(0).pdf) or picked up at CESL.