

# Volunteer UWF!

## University Faculty/Staff Recurring Service Time Sheet

(All service must be completed with the same Agency/Event)

Please check one category for your service hours

<p style="text-align: center;">Were these service hours completed during <u>your own personal time?</u></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">(When you were <u>NOT</u> being paid by the University?--Evenings, Weekends, Holidays, etc.)</p>	<p style="text-align: center;">Were these service hours completed during <u>University work time?</u></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">(When you <u>WERE</u> being paid by the University?—Special events, Designated service days, etc.)</p>
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UWF Employee Name: \_\_\_\_\_ UWF ID #: \_\_\_\_\_

University Working Department: \_\_\_\_\_ On campus phone: \_\_\_\_\_

Date	Time In	Time Out	Hours		Date	Time In	Time Out	Hours
Hours								
<b>Total Hours</b>			<b>(from both front &amp; back)</b>					

Agency Name: \_\_\_\_\_

Event Name & Information: \_\_\_\_\_

Supervisor's Name (type or print): \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As supervisor, I certify that this individual has completed the hours recorded on this form

**Important:** (For recording and recognition purposes)

- ✓ Please indicate if you are also enrolled as a student at UWF. If you are also enrolled in classes at UWF, you may be eligible to receive transcript recognition for semesters when you are a current student and you complete 20 or more service hours.
- ✓ If you are also enrolled as a student at UWF, you must be registered in JasonQuest for your service hours to be recorded by Volunteer UWF!
- ✓ Visit <http://uwf.edu/volunteer> to register in JasonQuest.
- ✓ Complete and return this form by the **Monday Prior to Final Exam Week** in the semester you complete your service hours.
- ✓ Please indicate whether or not you completed the service hours during your own, personal time (not paid) or during (paid) working hours through the University.

**\*\*Are you currently enrolled in any courses at UWF (also a student at UWF)? Please check one:**  YES  NO

**\*\*JasonQuest Username:** \_\_\_\_\_ (\*\*JasonQuest Registration Required if also a student at UWF\*\*)

UWF Employee's Name (type or print): \_\_\_\_\_ Employee's phone: \_\_\_\_\_

UWF Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As an Employee of UWF, I certify that I have completed all hours recorded on this form.

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Date	Time In	Time Out	Hours		Date	Time In	Time Out	Hours
<b>Hours</b>								
<b>Total Hours</b>			<b>(from both front &amp; back)</b>					