Capital Center for Public Law & Policy

Public Service Time Sheet

Student: _____

Location: _____

Supervisor Signature: _____

Total Hours: _____

Requirements:

In order to qualify for a Public Service Award, a student must have 50 hours of documented not-for-credit hours. This signed document will be considered proof of public service time.

Decimal Conversion:

6 minutes = .1 hour	36 minutes = .6 hour
12 minutes = .2 hour	42 minutes = .7 hour
18 minutes = .3 hour	48 minutes = .8 hour
24 minutes = .4 hour	54 minutes = .9 hour
30 minutes = .5 hour	60 minutes = 1. hour

For the Month of _____

Date	Nature of Activity	Time Required to Accomplish Activity