

**Student Checklist:**

- Submit Student Approval Form and receive approval from Ms. Gentile prior to performing service hours.
- Complete appropriate Volunteer Log Sheet (Include student name, student number, graduation year, organization name, and contact information).
- Make a copy of Volunteer Log sheet for personal records prior to submitting to Ms. Gentile.  
(Not completing all of the above may result in a delay in hours being recorded)

---

**STUDENT VOLUNTEER SERVICE PROGRAM  
Tier II/Tier III Log Sheet**

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **School Year:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Name of Organization with which or for which the service is being performed:** \_\_\_\_\_

**Please Note:**

1. Submitting this log sheet to the Student Volunteer Service Coordinator does not mean that the hours indicated on it will automatically be applied to the Student Volunteer Service Program. All volunteer hours are subject to verification.
2. If service hours indicated on this sheet are with or for an organization not sponsored by the school, they will not count in the Student Volunteer Service Program unless you have a copy of the Student Volunteer Service Application and Approval Form signed by the Student Volunteer Service Program Coordinator.
3. Students should make a copy of this form before it is submitted and keep that copy for their records.

Date	Activity or Task Performed	Time In	Time Out	Total Hours Worked	Contact Person's Signature	Telephone Number
<b>Total Hours Volunteered (State in hours and minutes not fractions)</b>						

<p><b>Nova High School Volunteer Coordinator Use Only:</b></p> <p><input type="checkbox"/> Student Approval Form submitted. Yes / No</p> <p><input type="checkbox"/> Total of ____ hours entered on __/__/__ by _____.</p>
--