

Brookhaven College Service-Learning Program

SERVICE-LEARNING TIMESHEET

NAME (Please Print) _____

HOME# _____ WORK# _____ ext. _____

INSTRUCTOR _____

AGENCY _____

REQUIREMENTS OF SERVICE-LEARNING PROGRAM: You must volunteer a minimum of 15 hours (Note Teacher Certification Program candidates must complete 20 hours). Orientation time does not count toward the 15 hours. A limited number of instructors and agencies require more than 15 hours. If this applies to you, you must fulfill their minimum to receive academic credit for taking part in Service-Learning.

DEADLINE TO TURN IN TIMESHEET TO YOUR CAMPUS: Should you finish early we encourage you to continue your service. If this is not possible, please advise the agency when you will be leaving so they can adjust their volunteer schedule.

This is very important!

REPORTING OF HOURS TO INSTRUCTORS: Record your hours on this form at each visit to your agency. Make sure your timesheet is legible and accurate. You may not receive credit for all hours if we cannot read the information. Turn it in to the SPAR Office. We will verify your hours with the agency and provide your instructor with documentation of hours. You may wish to submit a copy of your timesheet to your instructor, but turn in the original form to SPAR, Bldg. S, Room S201.

SERVICE-LEARNING HOURS*

DATE	TIME IN	TIME OUT	HOURS	SIGNATURE (Student)	SIGNATURE (Supervisor)

*Note — When filling out your timesheet 15 minutes = .25 hours; 30 minutes = .5 hours; 45 minutes = .75 hours

TOTAL HOURS: _____

BROOKHAVEN COLLEGE SERVICE-LEARNING COORDINATOR: AIMEE JOHNSON

If you have any questions, call 972/860-4703 or email BHCSERVICELEARNING@DCCCD.EDU

Return completed timesheets to SPAR Office, S201.