U VOLUNTEER AND SERVICE LEARNING PROGRAM

Individual Site-Based Service Hour Tracker

Instructions:

Log your service hours daily and have the site supervisor initial each entry. Prior to the volunteer hour submission deadline, obtain the site supervisor's handwritten signature to verify your hours. Incomplete forms or missing signatures and initials will not be accepted. If additional space is needed, complete another form and label it as "page 1 of " per page.

Agency Name:	Agency Address:	

Student Full Name: ______ FAMU Email: ______

FAMUID:		Contact Number:		
Date (MM/DD/YYYY)	Time In/Out EX. 1:00 p.m. – 4:00 p.m.	Service Provided Description	Hours	Site Supervisor's Initial
		TOTAL HOURS		

If you have any questions or require further information, please feel free to contact

Site Supervisor Full Name:	Contact Email:
Contact Phone:	Position/Title:
Site Supervisor's Signature:	Today's Date:

[Handwritten Signature - NO ELECTRONIC TYPE OR FONTS]

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