



SDMC Time Log and Evaluation for Community/Volunteer Service/Paid Work

This log must be completed each day of participation in the community/volunteer service project or for each day submitted for paid work. Volunteer/service time will not be included unless verified by the project supervisor as confirmed by initialing the form where indicated. Multiple sheets may be used. Paid work time will not be included unless submitted with a copy of a pay stub. A supervisor signature is not required for paid work time. PLEASE PRINT LEGIBLY or type.

Student Last Name:			Student First Name:		
Title of Project/Job:			Pre-Approval Code (if available):		
Date	Activity/Job Performed	Start Time	End Time	Total Hours	Supervisor's Initials

Total Number of Hours Completed: _____

Evaluation—Please describe below what you learned from your volunteer service project/work duty:

Student Signature

Parent Signature

Service Project/Work Supervisor Signature

Volunteer Service Coordinator Signature

Volunteer Service Coordinator Use Only Number of hours submitted to Registrar: _____
Date Submitted: _____