



Volunteer Time Sheet

Important:

- ✓ Use this form to record the number of hours of service to the community.
- ✓ Complete and return this form by the first business day of each month.
- ✓ Return form to the Student Leadership & Activities on your campus.

Name: _____ Student ID _____

If you are involved/member of a club, please specify which one in which to record your volunteer hours: _____

Date	Event	Time In	Time Out	Total Hours
Total Hours				

I certify that I have completed all hours recorded on this form.

Student's Signature _____ Date: _____

Volunteer's Phone #: _____

Thank you for your service with the college!

The Details:

The following are examples of activities that can be counted for service hours:

- Time spent providing direct service for a non-profit or similar organization (e.g., nursing home, school)
- Time spent organizing and preparing for a service project
- Time spent organizing a charity fundraiser or raising funds for a charity
- Time spent participating in a charity event like a run/walk
- Pro-bono professional and/or dental services provided to a non-profit organization in excess of required classroom hours
- Service-learning activities that take place outside the classroom and through classroom assignments
- Internships with non-profit groups that serve the community
- Select board service will count towards the service challenge, including board service for non-profit organizations that provide services to the community or other similar charity
- Participation in college related events (e.g., working at Commencement, attending sporting events, orientations)

The following are examples of activities that can NOT be counted towards service hours:

- Paid employment (e.g., babysitting, service-related work tied to current employment)
- Any activity related to the campaigning for a candidate or policy
- Internships with companies or organizations that do not provide a direct service to the community (e.g., issue advocacy group, government or congressional office)
- Mandated hours set forth by a local court system

Questions about the eligibility of specific service activities not captured above can be directed to Student Activities and will be addressed on a case-by-case basis.

All service hours must be completed and reported to the Student Leadership & Activities office on your campus.