



AEA COMMUNITY SERVICE TIME SHEET

STEP 1: To be filled out BY THE PERSON SUPERVISING YOU at the place where you are volunteering. If this is a class project, it can be signed by your teacher.

PLEASE NOTE: a relative cannot sign this sheet as a supervisor.

Student's name: _____

Supervisor's Name/Title (Printed): _____

Name of Agency/Organization: _____

Contact info (phone/email): _____

Please provide a brief description of the work the student performed for you agency/organization:

Date of Student's Visit: _____

Number of Hours Given: _____

Supervisor's Signature: _____

STEP 2: Return to your building principal or counselor upon completion of service hours. Keep a copy for your own records.

***Community Service Hours must be turned into the school by the last day of school in order for those hours be included in the yearly requirement.