Santa Ana College
SERVICE LEARNING CENTER
1530 W. 17th Street, Santa Ana, CA 92706
Johnson Building
(714) 564-6362 - Fax (714) 541-8479
Email: Service_Learning@SAC.edu

FOR OFFICE USE ONLY

Received on:_____

Initials: _____

Input on: _____

Notes: _____

LOG IN/OUT TIMESHEET

INSTRUCTIONS: All students who participate in the Service Learning Program will receive a Certificate of Recognition. Those who sign up and complete 100 hours during a calendar year will receive the President's Volunteer Service Award. In order to receive credit for your service hours, **you must turn in your Log In/Out Timesheet** to the Service Learning Center twice each semester, one at mid-term and another two weeks before the end of the semester. Please keep this form with you at all times and have the agency supervisor sign each time. Keep the number of hours recorded in 30 minutes increment only (e.g., two hours and 20 minutes = 2.5 hrs; one hour and 10 minutes = 1.0 hour…).
The Service Learning Center reserves the right to verify your hours with the agency representative.

Student Name_____ Stud ID#_____ Cell Phone _____

Agency Name_____ Supervisor's Name_____

DATE	TIME IN	TIME OUT	DAILY TOTAL	SUPERVISOR'S SIGNATURE

Continue on back ---------->>>

Student Name_____ Number of hours from page 1: _____ . _____ Hrs

DATE	TIME IN	TIME OUT	DAILY TOTAL	SUPERVISOR'S SIGNATURE

TOTAL HOURS COMPLETED: _____ . _____ + _____ . _____ = _____ . _____ Hours
(Page 1) (Page 2) (Total)