

SANTA ANA COLLEGE – SERVICE LEARNING PROGRAM

1530 W. 17th Street, Santa Ana, CA 92706 Room L-222

Telephone: (714) 564-6254

Email: service_learning@sac.edu

FOR OFFICE USE ONLY

Received on _____ by _____

Inputted on _____ by _____

Notes _____

Service Learning Timesheet

Please complete and email this form to service_learning@sac.edu or drop it off at our office, L-222 on the first day of each month. Failure to do so may affect the acceptance of hours. Please make a copy for your own records.

Last Name _____ Student ID Number _____

First & Middle Name _____

Email Address _____

Primary Phone (_____) _____ - _____ Secondary Phone (_____) _____ - _____

Volunteer Site _____

(If the volunteer site is on-campus, please include Santa Ana College and the specific department/center/class)

Supervisor(s) _____

INSTRUCTIONS: You must turn in your timesheet to the Service Learning Program on the first day of each month. Keep in mind that different classes and/or programs may have different due dates, make sure you check with your Professor/ Program Director for specific deadlines. If you are filling out the form digitally, your supervisor(s) can either sign the timesheet digitally or email service_learning@sac.edu confirming your submitted timesheet.

The Service Learning Program reserves the right to verify your hours with the agency representative. Keep the number of hours recorded in 30 minute increments only (Ex. 2 hours and 15 minutes will be rounded up to 2 hours and 30 minutes; 2 hour and 14 minutes will be rounded down to 1 hour & 2 hours and 45 minutes will be rounded up to 3 hours; 2 hours and 44 minutes will be rounded down to 2 hours and 30 minutes). Students are only permitted to volunteer up to 8 hours a day which includes a 30 minute lunchbreak.

Add your total hours and minutes from the back below. Your daily total hours should only be in increments of 30 minutes.
(Please round up or down accordingly)

Total Hours Completed for the month of _____

_____ Hours and _____ Minutes

