



VIRGINIA UNION UNIVERSITY
 Community Service and Service Learning
 Official Time Sheet

Time sheets should be completely filled out and submitted to the Office of Student Engagement & Community Services every two weeks. All time sheets should be signed by the volunteer supervisor before they are submitted. Missing information will result in delay of credit of hours served. Credit will not be granted for time sheets without the proper signatures. Record the number of hours every two weeks to the nearest half hour.

Name: _____ **Student ID:** _____

Major: _____ **Classification:** _____

Please check if apply: Athlete Band Choir

Check one: Volunteer Services (SV) Service Learning (SL)

If service learning (course related): Course Name & Number: _____
 Instructor: _____

Name of Agency/Organization where you are serving: _____

Date	Daily Total
Only complete for 2 weeks of service	TOTAL # of Hours:

Student Signature: _____ Date: _____

By signing this form you have served the hour listed above, you have abided by the policies to fulfill the responsibilities of the position to the best of your ability. If unable to continue in the assignment, you agree to notify your supervisor in writing two weeks prior to your resignation.

Site Supervisor: _____ Title: _____ Date: _____

By signing this form, you indicate that you have accepted the VUU volunteer for the position described above, that you have provided the appropriate training and/or orientation required for the position, and that this time record accurately reflects the volunteer's service.