**Virginia Union University**  
**Office of Student Engagement & Community Service (OSECS)**  
**Official Time Sheet**

Name: _____________________________  
Student ID#: __________________

Name of Agency where you are volunteering: ____________________________________________

Address: _____________________________

City/State/Zip: _________________________

**Check One:**  
Volunteer Services (VS) ☐  
Service Learning (Course Related) SL ☐

Type of Work Accomplished or Position Title: __________________________________________

If Service-Learning (course related): Course Name & Number: ___________________________

Instructor: ____________________________________

-Record the number of volunteer hours to the nearest ½ hour (i.e., 15 minutes=.25, 30 min. = .50, 45 min. = .75 hours)
-All times sheets must be signed by the volunteer supervisor before they are submitted to OSECS. If your volunteer service must also satisfy a course requirement, please make a copy of the signed time sheet and return the original time sheet to the Office of Student Engagement & Community Service (OSECS), Henderson Center, Room 10-14.
- PLEASE NOTE: Missing information will result in delay of credit for hours served. Credit will not be given for time sheets submitted without a supervisor’s signature.

*-Time Sheets should be submitted weekly to: The Office of Student Engagement & Community Service, located in Henderson Center, Room 10-14

ONLY ONE AGENCY/SITE PER TIME SHEET. **Please obtain additional time sheets for multiple sites & Special Events.**

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Total Volunteer Hours: _____________________________

Volunteer’s Signature & Date: _________________________

Site Supervisor’s Signature, Title & Date: _________________________

**Volunteer:** By signing this form, you are indicating that you have served in a volunteer capacity with the above named agency and have completed the total number of hours listed above for the dates reflected.

**Supervisor:** By signing this form, you are indicating that you have accepted the above named VUU volunteer for the position described above and that you have provided the appropriate training and/or orientation required for the position. Your signature also certifies that this time sheet accurately reflects the volunteer’s hours of service to your agency for the dates reflected.

*Turn in Completed Time Sheets to the Community Engagement Office: Henderson Center, Room 10-14*