* Attach the reflection and other documentation behind this time sheet!

* If you do a service project outside of school, make sure to include a letter on letterhead stationary from the organization you worked with describing your role and the number of hours you should receive. It should also include the name of the person you worked with or a contact person’s name and phone number. Your hours will not be entered until the activity is verified.

## SERVICE LEARNING TIME SHEET
Northside College Preparatory High School

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
<th>SUPERVISOR’S SIGNATURE</th>
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</table>

**TOTAL HOURS ON THIS SHEET**

Received: ___________________________ Date: __________

Service Learning Coach Signature

Please return this sheet to Mr. Michael Keane Room 122 (Main Office). ALL SHEETS MUST BE ACCOMPANIED WITH A REFLECTION!