

McDonough Leadership Center
at Marietta College

Service Requirements Time Sheet

Name: _____ Phone#: _____ Email Address: _____
 Course (if any): _____ Professor (if any): _____ Semester: _____

If you are serving at more than one site please provide one sheet for each and staple them together.

Please refer to the Service Hour Guidelines in order to determine if this activity fulfills the requirements set forth by the Office of Civic Engagement.

| Date | Time In | Time Out | Service Site | Program/Activity* | Daily Hours | Cumulative Hours |
|------|---------|----------|--------------|-------------------|-------------|------------------|
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***All individual programs/activities must include a brief description of the program and the type of service provided. See reverse side of this form.**

I certify that the above hours are accurate.

Student Signature: _____

Supervisor Name: _____

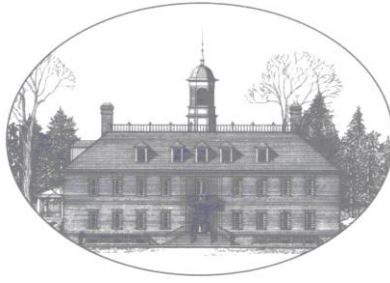
Phone#: _____

Supervisor Signature: _____

Date: _____

Supervisor signature indicates that assigned student has completed the number of service hours listed above. No form will be accepted without a supervisor signature.

Once completed and signed student should return form to the Office of Civic Engagement **NO LATER THAN THE FINAL DAY OF THE SEMESTER IN WHICH THE SERVICE OCCURRED.** If you have any questions please contact Maribeth Saleem-Tanner, Director of Civic Engagement, in McDonough 204 or at ms010@marietta.edu.



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Please describe each separate program/activity listed on the front side of this sheet in enough detail to give the Director of Civic Engagement a clear idea of what type of work you performed in your service experience. This should be completed each and every time you engage in this activity. An example is included for your reference.

EXAMPLE:

Program/Activity: O'Neill Senior Center-Friday Movie Fun

Description: I went to the O'Neill Center on Friday afternoons. Each session, I set up a movie on DVD for the seniors to watch, popped popcorn, and set up a snack table. I watched the movie with the seniors, and helped anyone who needed to leave the film. After the film I cleaned up and stored the equipment. I often talked about the movie with the seniors as well.

Program/Activity:

Description:

Program/Activity:

Description:

Program/Activity:

Description:

Program/Activity:

Description: