

CSN Serves

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B-102 C

Cheyenne Office
1089

Henderson Office
B-130E

Volunteer Service Time sheet

In order to receive class credit, time sheets must be turned in by the deadline allowing us enough time to inform your instructors in a timely manner. All students who turn in their volunteer timesheets will receive a certificate at the End of the Year Reception in the spring semester.

You must take this form with you each time you attend a volunteer session. In addition, the agency/department supervisor must sign each time. We contact agencies/departments as needed for verification of hours and participation progress.

Semester Application for: Fall Spring Summer Year 2009

Class _____ Instructor _____

Student Name _____ Student ID# _____

Agency/Department Name _____

Supervisor's Name _____

Date	Time In	Time Out	Daily Total	Supervisor's Signature

Total Hours Completed _____ Comments on Progress: ___ Satisfactory ___ Needs Improvement

Additional

Comments _____

I hereby verify that the above is accurate (Student Signature Required) _____ Date _____

For Presidential Service Award Participants: Are the hours served also counted for your service hours? Yes No

FOR OFFICIAL USE ONLY

RECEIVED ON _____

INITIALS _____

INPUT DATE _____

INITIAL _____