

Submit timesheet on the 1st and 15th of each month. Regular timesheet submissions ensure inclusion in service-learning hour reports sent to faculty upon request, at midterm, and end of semester.

FSU
Office of Civic Engagement& Service Learning
Timesheet

Name: _____

Course: _____

| Service Site | Date | Time In Out | Number of Hours | Responsibilities | Student Initials | Supervisor Initials |
|--|----------|---------------------|--------------------|--|---------------------|------------------------|
| Example: Office of Civic Engagement& Service Learning | 9/5/2013 | 9:30 11:45 | 2.25 | Detailed description of service activities performed during the hours | Each day | Each day |
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| Total Hours Worked | | | | | | |

Timesheet MUST be signed by site supervisor BEFORE submission to the CESL.

| | | |
|----------------------|---------------------------|---------|
| Supervisor Name: | Signature: | Agency: |
| CESL Office Use Only | Date entered in database: | By: |

New timesheets can be printed from: [http://www.uncfsu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet\(0\).pdf](http://www.uncfsu.edu/Documents/Civic-Engagement/Forms/Sl_timesheet(0).pdf) or picked up at CESL.