

**Submit timesheet on the 1<sup>st</sup> and 15<sup>th</sup> 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	In	Time 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
Google Hangouts	8/30/13	6:30 PM	10:00 PM	3.5			
Google Hangouts	9/10/13	7:30 PM	8:30 PM	1			
Geography Lab(Lyons Science 202)	9/12/13	3:00 PM	5:00 PM	2			
Geography Lab(Lyons Science 202)	9/17/13	3:00 PM	5:00 PM	2			
Geography Lab(Lyons Science 202)	9/19/13	3:00 PM	5:00 PM	2			
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.