

MOUNTLAKE TERRACE HIGH SCHOOL

Volunteer Credit Time Sheet

Documentation of Hours

Volunteer Name: _____

Directions: Write the number of hours each day
 in the correct box. 15 min. = .25
 30 min. = .50
 45 min. = .75
 1 hour = 1.0

Location of Learning Experience: _____

Name and Phone of Supervisor: _____

Add the monthly totals to make a grand total.

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
September																																	S
October																																	O
November																																	N
December																																	D
January																																	J
February																																	F
March																																	M
April																																	A
May																																	M
June																																	J
July																																	J
August																																	A

Signature of Student: _____ Date: _____ Grand Total _____

Signature of Supervisor: _____ Date: _____

Complete a minimum of 90 hours of work, keep a weekly log of your hours and keep track of your hours on the yellow time sheet.

After completing your 90 hours, please have your supervisor evaluate you.

EDMONDS SCHOOL DISTRICT NO. 15
Mountlake Terrace High School
VOLUNTEER
(Community Based Learning Experiences)

Student Name _____ Grade in School _____

Location of Learning Experience _____

Name of Supervisor _____ Phone # _____

Directions to Supervisor: Please complete this evaluation after the student has completed a minimum of **90 hours**.

	Exceptional	Does Well	Adequate	Area of Need	N/A
Appears interested in work					
Reliable attendance					
Punctual					
Follows directions, accepts suggestions					
Demonstrates initiative					
Can work unsupervised					
Uses time efficiently and appropriately					
Cooperative attitude					
Demonstrates responsible behavior					

To help the student recognize and assess his/her strengths, please address any of the above characteristics or make additional comments:

Signature of Supervisor: _____ Date: _____

Step 10: Return log, time sheet, and evaluation to the Career Center to receive preliminary evaluation of credit.
 Smr 09/09