



# SUTHERLAND SECONDARY SCHOOL

## SERVICE HOURS TRACKING FORM 2025-2026

FIRST NAME:

LAST NAME:

GRADE:

TODAY'S DATE:

### Important Information:

- Service hours are **unpaid** service provided to the school or in conjunction with a school staff sponsor and are **not associated with course credit**.
- Being a member of a Club is not service hours unless the club provides service for the school or peers. (Example: Being a member of chess club would NOT be a service)
- Each line below should be a **total of all the hours from a particular type of service** within one club. Example: A SLC member would write their total hours for the year on the one line and have the sponsor sign off on the total rather than a new line for each SLC event.
- If it is a different club or type of activity or sponsor, start a new line. It is the student's responsibility to **keep a record** of service credit hours, **get sponsor signatures and hand in the form** on time.
- Sponsors keep track of their own records to verify a student's service and number of hours claimed by signing this form.
- Please return this completed form to the **Main Office by Thursday, May 14<sup>th</sup>, 2026**.
- Pro-rated (expected hours) for the end of May & June are accepted if the sponsor agrees.

Service Date	Club, Activity, Nature of Service	Total Hours	Sponsor's Signature	Assessment Of Service		
				Excellent	Good	Fair
Grand Total Hours:						