



SUTHERLAND SERVICE HOURS TRACKING & INFORMATION FORM

Important Information:

- Service hours are **unpaid** service provided to the school or in conjunction with a schoolstaff sponsor and are **not associated with course credit**
- Being a member of a Club is not service hours unless the club is providing service for the school or peers. (E.g.: Being a member of chess club would NOT be a service but organizing schedules or games for the other members could be considered service.)
- An optional tracking sheet and more information about service hours can be found in the student agenda book
- Each line below should be a **total of all the hours from a particular type of service** within one club. E.g.: An SLC member would write their total hours for the year on one line and have the sponsor sign off on the total (rather than a separate 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 for their own records in order to verify a student's service and number of hours claimed by signing this form
- Please return completed sheets **to Main Office by Monday, May 27th**
- Pro-rated (expected) hours for the end of May & June are accepted if the sponsor agrees

Student's Full Name	Grade	Today's Date

Date	Club / Activity / Nature of Service	Total # of hours	Sponsor's Signature	Assessment of Service		
				Excellent	Good	Fair

Grand Total ALL Hours →		
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