

Term: □Summer □Fall □Spring Year:	
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Individual Site-Based Service Hour Tracker

Instructions:

Log your service hours each visit to the site and have the site personnel initial each entry. Prior to the volunteer hour submission deadline, obtain the site supervisor's signature to verify your hours. Incomplete forms or missing signatures and initials will not be accepted. If additional space is needed, complete another form and label it as "Page 1 of __" for each page.

Agency Name: Student's Full Name:		Agency Address:			
			FAMU Email:		
FAMUID:			Contact Number:		
Date (MM/DD/YYYY)	Time In EX. 1:00 p.m.	Time Out EX. 4:00 p.m.	Service Provided Description	Total Time	Site Personnel Initial
			TOTAL HO	OURS	
Comments/No	otes:		TOTALTIC	JONG	
If you have	any questions	or require further	information, please feel free to contact		
•	• •	-	Contact Email:		
			Position/Title:		
	onnel's Signat		Today's Date:		
		ONLY – NO ELECTRONIC			