



## Service Learning Timesheet

Please track your hours and have your agency contact/supervisor sign the form. Submit the completed timesheet to the Cooperative Education office or email to [coop@lavc.edu](mailto:coop@lavc.edu). All forms are due by the deadline specified on the Service Learning webpage. For deadlines, please visit [lavc.edu/servicelearning](http://lavc.edu/servicelearning).

### Student Information

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Major: \_\_\_\_\_

**This volunteer work is to receive extra credit for the following course:**

Course Name and Number: \_\_\_\_\_

Professor's Name: \_\_\_\_\_

**I am volunteering at:**

Agency Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

### Time Log

MM/DD/YY	Start Time	End Time	Total Daily Hours	Supervisor's Signature

Total Hours Volunteered: \_\_\_\_\_

I hereby verify that the above is accurate:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_