

Student Checklist:

- Submit Student Approval Form and receive approval from Mrs. Rattray prior to performing service hours.
- Complete appropriate Volunteer Log Sheet (Include Student name, student number, graduation year, organization name, and contact information).
- Make a copy of Volunteer Log Sheet for personal records prior to submitting to Mrs. Rattray.

(Not completing all of the above may result in a delay in hours being recorded)

STUDENT LEARNING RECORD – GRADUATION REQUIREMENT Log Sheet (All Tiers)

Student Name: _____ Student Number: _____ Graduation Year: _____

School Year: _____ School Year: _____ Grade Level: _____

THIS FORM CAN ONLY BE USED TO DOCUMENT THE 40-HOURS GRADUATION REQUIREMENT.

Please Note:

- Submitting this log sheet to the Service Learning Coordinator does not mean that the hours indicated on it will automatically be applied to the Student Volunteer Service Program. All volunteer hours are subject to verification.
- Please review all guidelines pertaining to the performance of community service hours and verify any in question with the program coordinator.
- It is the student’s responsibility to submit verification of forty hours of service no less than 9 weeks prior to graduation.
- If service hours indicated on this sheet are with or for an organization not sponsored by the school, they will not count in the Student Volunteer Service Program unless you have a copy of the Student Volunteer Service Application and Approval Form signed by the Student Service Volunteer Service Program Coordinator.
- Student should make a copy of this form before it is submitted and keep that copy for their records.

Date	Organization	Activity or Task Performed	Total Hours Worked	Contact Person’s Signature	Telephone Number
Total Hours Volunteered (Stated in hours and minutes – not fractions)					

Sheridan Technical High School Volunteer Coordinator Use Only:

Student Approval Form submitted. Yes / No

Total of _____ hours entered on _____ by _____