Hour Logging Form

Isenberg Citizens First

Service hours are defined as time freely given to a non-profit organization that can be approved by a supervisor. Please report Hours Completed in 15 minute intervals. Return the completed form to the front desk in the Undergrad Programs Office 206. All fields of this form are required.

Candidate Information

Candidate Name: ___________________________ Candidate Email: ____________@umass.edu

Hours Information

Date of Hours Completed: _______________ Start time: _______ Finish time: _______

Number of Hours Completed: _________

If you are on an ICF Team, did you complete the hours with your Team? (Circle one) Yes No

Organization Information

Organization Name: ____________________________________________

Organization City: ____________________________ Organization State: _________

Briefly describe the service work you did in a few words: _______________________

Supervisor Information

Supervisor Name and Title: _______________________

Supervisor Signature: ___________________________ Supervisor Email: ___________

Experience Information

Write a 2-3 sentence summary of your experience. This will help you write your reflection paper at the end of the year.

I sign this form in full knowledge of the Academic Honesty Policy set forth by the University of Massachusetts Amherst and in faith that the information on this form is correct and truthful.

Student Signature: ___________________________ Date: ___________