Weekly Hour Logging Form

This form is specific to service trips and frequent community service work.

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):_______ Start (Time):_______ Finish (Time):_______
Start (Time):_______ Finish (Time):_______ Start (Time):_______ Finish (Time):_______
Start (Time):_______ Finish (Time):_______ Start (Time):_______ Finish (Time):_______
Start (Time):_______ Finish (Time):_______

Total 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:______________