



Incarnate Word Academy: Christian Service Learning Program

2019-2020 Service Hours Record Form

Each service hour record form must be completed, in its entirety. Incomplete or late forms may result in not receiving credit. Keep a copy for your records for verification of hours served.

TO BE FILLED OUT ONLY BY IWA STUDENT

The completed form should be submitted to IWA as soon as one of the following occurs:

1. Completion of volunteer hours at this particular site.
2. The **May 1st** submission deadline comes due.

Please check the appropriate label.

- Direct Hours**
 Indirect Hours

Reminders:

- *The date(s) and time(s) spent volunteering must be accurately entered.
- *Use a separate form for each organization/agency.
- *Note whether these hours are DIRECT or INDIRECT

Student Name: _____ **Class of** _____

Name of institution/agency: _____

Date Service Began: _____ **Date Service Ended:** _____ **TOTAL hours:** _____
 (mo/day/yr) (mo/day/yr)

Description of service: _____

TO BE FILLED OUT ONLY BY ORGANIZATION/AGENCY PERSONNEL ONLY

Please make sure the following policies are adhered to before forwarding this form:

1. The hours documented must only represent the actual time spent volunteering---travel time or sleep time in an overnight setting should not be included.
2. Volunteering cannot be performed by the student during school hours.

Organization/agency contact person: _____

Phone Number or email of Contact Person: _____

Please rate the student's performance based on the following criteria:

Criteria	Exceeds Expectations	Competent/ Satisfactory	Developing/ Emerging	Needs Improvement	N/A
Respect for Others					
Consistency					
Motivation					
Initiative					
Competence					
Behavior					
Leadership Skills					

Comments: _____

Signature of Supervisor: _____ **Date:** _____