

Future Forward Student Volunteer Time Sheet

Student Name _____ Student Phone _____

Future Forward Program _____ Period(s) _____ Teacher _____

Student E-mail _____

Company Name or Name of Event _____

Company Address _____

City _____ State _____ Zip _____

Supervisor Name _____ Supervisor Phone _____

Supervisor E-mail _____

Future Forward Admin Approval of Volunteer Site _____

Incomplete forms will not be accepted.

Date	Time In	Time Out	Supervisor's Signature	Total Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Total Hours _____

Service Learning Credit can be awarded to students that complete 60 hours of unpaid approved volunteer experience within a semester. Students need to submit the Student Volunteer Time Sheet and Work Ethics Evaluation Form completed by a supervisor from the approved volunteer company and/or organization. Hours will be verified before credit is awarded. Students must be enrolled and in good standing in a CTE program at Future Forward the semester the Service Learning hours are completed and credit is awarded. Students may earn a maximum of .5 Service Learning Credit per semester. Students may not transcript more than 2.0 Service Learning credits total.

Return completed form to your Future Forward Counseling Department

Future Forward Work Ethics Evaluation Form

Student Name _____ Student Phone _____

Future Forward Program _____ Period(s) _____ Teacher _____

Student E-mail _____

Company Name or Name of Event _____

Supervisor Name _____ Supervisor Phone _____

Supervisor E-mail _____

Grading Scale **3 – Exceeds Expectations** **2 – Meets Expectations**
1 – Needs Expectations **0 – Unacceptable**

Work Ethic Trait	Exceeds Expectations 3	Meets Expectations 2	Needs Improvement 1	Unacceptable 0	Comments
Attendance –arrives and leaves on time; notifies supervisors in advance of absences.					
Character-displays loyalty, honesty, trustworthiness, dependability and reliability.					
Teamwork-respects the rights of others and respects confidentiality, is cooperative and a team worker.					
Appearance-displays appropriate dress, grooming, hygiene and etiquette.					
Attitude-displays appropriate positive attitude.					
Productivity-takes initiative, follows safety practices, is neat, clean and organized.					
Communication-Asks questions when appropriate and communicates concerns when needed.					

Subtotals: _____ _____ _____ _____

Total Score: _____