



# WOODROW WILSON HIGH STUDENT GENERAL SERVICE LEARNING EXPERIENCE

**Student Name:** \_\_\_\_\_ **Graduating Class of 20** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Title Agency/Project Name:** \_\_\_\_\_

**Location of Service:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Person Printed Name and Title (Person who saw you volunteer):** \_\_\_\_\_

Please complete this form and include the total hours served. Complete the online StudentVUE form. (Staff will verify hours served with supervisor)

**How To Record My Hours:** **1.** Log in to StudentVUE (Student ID and Date of Birth). **2.** Click on “Access Work-Based Learning”. **3.** Click on “Enter General Learning Experience” (Enter the following information: Dates From – To, Title, Total Number of Hours, Location, Contact Person-Supervisor’s Name, & Email).

**4.** Scan and upload any pertinent documents to StudentVUE (optional).

**Please keep a copy for your records!** (Hours that cannot be verified will not be recorded. Fraudulent logs submitted could mean loss of all hours and further disciplinary measures).

Date of Service Month/Day/Year	Time Begin & End	Service Activities Performed (specific tasks)	Supervisor’s signature	Supervisors Phone (No cell phones please)	Daily Hours
	-			( )	
	-			( )	
	-			( )	
	-			( )	
	-			( )	

(Round all minutes to the nearest ½ hour and report as .5 only)

**Post Service Reflection:** *(Complete answers on the back if needed)*

**Total Hours:** \_\_\_\_\_

1. Choose three words that best describe your Service Learning/Community Service experience.
2. How did the Service Learning/Community Service teach you about potential careers?
3. How did your service help others?

**Official Use Only: Date Received:** \_\_\_\_\_ **Turn**  
**in to:** Mrs. Givens in the College and Career Readiness Center