



Marble Hill School for International Studies



99 Terrace View Avenue, Bronx, New York 10463

Wanda Dingman, Assistant Principal

Kirsten Larson, Principal

Paul Parris, Assistant Principal

Community Service Time Sheet

Important: HOURS AND SERVICE MUST BE RECORDED EACH SERVICE DAY, AND VERIFIED AND SIGNED BY SITE SUPERVISOR.

Student name _____ Grade: 9 10 11 12

IN CASE OF EMERGENCY, CONTACT: _____

Mobile # _____, Home Tel. _____, Work # _____

Service Site: _____ Site Supervisor: (please print) _____

Tel. # _____ email: _____

Directions:

Student: Please fill out the top of the time sheet. At the end of each service day, fill in the date, time in and time out, and a brief description of your service activities. Please have your Site Supervisor sign to verify your service for that day. Return the completed time sheet to Room 822 at the end of each month.

Site Supervisor: You may keep this form at your site, if you wish. At the end of each service day, please sign to verify the student's service hours and activities. You may use the comment section at any time to notify the school of the student's progress or any problems. AT THE END OF THE MONTH, please fill the Monthly Assessment part and **SUBMIT TO STUDENT IN A SEALED AND SIGNED ENVELOPE**. Thank you!

On-Site Community Service LOG:

Date month/day/year	Time In	Time Out	Service Activities:	Site Supervisor's Signature

Site Supervisor Monthly Assessment:

Attendance: Excellent	Good	Fair	Poor	Punctuality: Excellent	Good	Fair	Poor
Responsibility: Excellent	Good	Fair	Poor	Attitude: Excellent	Good	Fair	Poor
<u>Comments:</u>							
Signature				Date:			

Revised. 6/29/2016 Return to Ms. Rosario in Room 822 – mrosario@marblehillsschool.org <http://community.marblehillsschool.org>

(718) 561-0973

Fax: (718) 561- 5612

