📌 **Instructions:**
Use **one tracker per organization and per timesheet period** (e.g., 11/04–11/17).
Submit this form to your assigned College Corps Coordinator with your timesheet.
All supplemental service must be **pre-approved**. This tracker must be completed **fully** and signed by a **verifiable site supervisor** (e.g., shift supervisor, volunteer coordinator, or program lead). **Incomplete or unverifiable contact information may result in your hours not being accepted.**

ADDITIONAL SERVICE HOURS TRACKER

For Sites That Are Not Your Main Placement

Student Name:

Timesheet Period:

Organization Name:

DATE OF SERVICE	TIME IN	TIME OUT	TOTAL HOURS	SERVICE PERFORMED
		Total Hours:		

✅ **CERTIFICATION (REQUIRED):** I certify that the student named above performed the service activities as documented, and that these hours were completed under my supervision or with my oversight. I confirm that I am affiliated with the organization listed on this form and am authorized to validate this service.

Certify Official Name:

Title/Role at Organization:
(e.g., shift supervisor, volunteer coordinator)

Email (required):

Phone Number (required):

Organization website (if available):

Signature: **Date:**

Updated: March 2026