Service Hours Tracking Form

Keeping track of your service hours is a great idea if your school, club or recognition program requires it. It's also beneficial for your personal growth and to keep records of your achievements. If your club advisor agrees, ask the staff member at the community organization to count the time you spend planning with them or out in the community, as well as the time you do the actual service activity or event. Credit could be given for making presentations about the organization or cause, distributing flyers to get donations or publicize a fundraiser, holding planning sessions with the organization (in-person or by phone), setting up for an event, delivering donated goods, and doing service at the organization.

Keep track of your hours! Please take this form with you and obtain the signature of an organization staff member after each service activity or session is completed.

Member	Name:	

Date	Activity	Place of Service	Hours	Staff Signature