

Public Service Commendation: Student Time Sheet

Student Name:			
Placement:			
Date	Hours	Cumulative Total	Assignment(s) Completed

Student Signature: Date:

Students: Please track and document all hours you would like to apply toward your Public Service Commendation on this timesheet. You may use multiple sheets as needed.

- For each day worked, enter the date, hours worked (rounding to the nearest quarter hour interval), cumulative total, and a brief description of the assignment(s) completed.
- This time sheet must be submitted to Kelly Tomlinson, Public Service Coordinator, 2801
 W. Bancroft, Mail Stop 507, Toledo, OH 43606 or <u>kelly.tomlinson@utoledo.edu</u>.

<u>Notice:</u> This document is governed by the Code of Student Professional Conduct. Any material misrepresentation will be treated in accordance with the Code.