**Calculating Service Hours:**

**Service**- One member performing one hour of hands on civic engagement work= 1 hour of service. Examples: Working in nursing homes, staffing crisis center phone hotlines, cleaning up highways, volunteering at the hospital, tutoring, volunteering for big brother/sisters program, etc.

Number of members participating: X Number of hours served: = Service Hours

**ORGANIZATION’S TOTAL HOURS OF SERVICE= Total Hours**

Participating Member Information (attach additional sheets if necessary)

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| Semester | Date | Name | Sam ID | Time In | Time Out | Total Time |
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\*Civic Engagement hours WILL NOT count without this time sheet filled out in its entirety.