



Name: _____ Email: _____

Program/Year: _____ Phone Number: _____

Please complete this section if you are completing most of your service hours at an external organization or agency.

Note: Service hours completed through SJC may only be verified and signed by approved SJC personnel.

Name of Organization/Agency: _____

Address: _____ Phone: _____

Name of Supervisor: _____ Supervisor's Signature: _____

INSTRUCTIONS TO STUDENTS:

- **Junior College students must complete a total of 100 service hours, while University students are required to complete 40 service hours.**
Please note: Service hours completed in the Junior College division are **non-transferable to the University division.*
- Write a **one-page, double-spaced reflection paper** on how your service experience impacted you.
- Ensure that your **supervisor signs your time card during each visit.**
- Once your current time card is full, download and print a new one from the **school website or the SJC Connect Portal.**

Student Affairs Use Only

Hours Completed: _____

Date Submitted: _____

Approved By: _____

Stamp
Here



STUDENT NAME: _____

Total Hours Completed: _____ Student Signature: _____