Center for Community Learning Time Sheet

This form is provided to assist you in tracking the number of hours you serve at your site. You'll be required to submit the completed time sheet at the end of your service.

Please round your hours to the nearest quarter time:
.25 = 15 minutes; .5 = 30 mins. (1/2 hr); .75 = 45 mins.
Example: If you worked 1:00 to 5:35…that's 4hrs 35mins – round to 4hrs 30mins (4.5 total hours)

Date	Time In	Time Out	Total Time	Activities

Date: _____ Total Number of Hours Served: _____

Name: _____ Signature: _____

Name of Agency/Site: _____ Phone #: _____

Name of Supervisor: _____ Signature: _____

Name of CCL Coordinator: _____