Baltimore City Public School System
Student Service Hours Record Card

Name:_____ Grade: _____ Advisory: _____

Address: _____ Zip code: _____

Date of Service	Agency or Site of Service	Type of Service Provided	# of Hours	Signature of Agency Supervising or Sponsoring Teacher

Tips for Documenting Student Service-Learning Hours:

Please keep the following tips in mind when completing service hours:

- All students must perform 75 hours of actual service in their community.
- Students are responsible for getting their cards signed by the adult in charge.
- Students are responsible for submitting this record of service hours to their School-Based Service-Learning Coordinator by the end of each quarter.
- Always have your service agency and activity pre-approved by the school principal or designee.
- Always keep your service record sheet in a safe place. This is your proof of the number of hours you have completed if there is ever a question.