

AmeriCorps Student Leaders in Service
Supervisor Timesheet Checklist

- Collect time sheets monthly if possible

Each timesheet should have the following information:

- Student name, school and month filled in
 - Hours written in each category (service, training, fundraising) and totaled at the bottom, then across on the right
 - Service organizations listed
 - Types of services checked off with hours written in
 - Number of college volunteers and youth served filled in at bottom
 - Student signature/date
 - Supervisor signature/date
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- Double-check hour totals
 - Make a photocopy for your files
 - Add month/hours to your own member recording system
 - Send to ASLIS Program Coordinator ASAP