



### Senior Service Project Timesheet and Verification

- Please fill out this form with contact information about your project.
- Have this form **signed** by your supervisor to verify that you have completed at least 25 hours of service leadership total for your Senior Service Project. *If you had more than one site, fill out a separate SSP form for each site.*
- **IMPORTANT! Include a chart of your logged hours on the back of this form delineating which category your hours belong: marginalized, practical, or immediate. Not sure? Check this [page](#). If your organization provides a digital log attach it to this form; it can replace the written log.**

**Turn in this signed form by Monday, April 23rd, 2018 to Mrs. Holmes.**

Student Name: \_\_\_\_\_

Senior Service Project Site: \_\_\_\_\_

Address of  
Location: \_\_\_\_\_

Name of Supervisor or  
Coordinator: \_\_\_\_\_

Contact Information of Supervisor:  
Phone number/email: \_\_\_\_\_

#### **Verification of Senior Service Project:**

Notre Dame de Sion Senior Student, \_\_\_\_\_, assumed a role  
(Student's Name)  
of leadership and service with our organization. Her service project successfully served its  
intended purpose and filled a need within our community.

This student completed \_\_\_\_\_ hours of service work for our organization.

\_\_\_\_\_  
Name of Supervisor/Contact

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Be sure to log hours in categories on back of this form\*