



## Options for Tracking Student Hours

The supervising faculty mentor decides how to track and if they wish to verify student hours served. If a student is serving with an organization that is not one of our established partners, we suggest the student be required to supply contact information for the person within the organization facilitating their service.

Below find some options for tracking student hours.

Require that each student keep a log documenting the dates and times of hours served. The log could, but does not have to, require a signature from the organization at which the student is serving. If a signature is required, consider simply asking for one at the culmination of the service experience. If the instructor requires that students serve in pairs or as groups, the log should ask them to designate other students present while serving. Remember, it is more than possible to make exceptions to the “serve together” suggestion as the semester progresses. See below for a possible format for a log to modify for your students use.

In addition, there are ways to track hours using a website and/or phone app. These are two popular ones:

Give Pulse <https://www.givepulse.com/>

For Service Learning <https://www.givepulse.com/service-learning>

After a student sets up an individual account, the student can see some local opportunities for service, track hours, journal, and reflect on their experience.

Track It Forward <https://www.trackitforward.com/>

The free basic tracking on this program will help eliminate paper so students can track hours online and print out a report of their log.

Service Learning log

Document off-campus service learning below. This log is due on (fill in date). Students must document 15 hours of off-campus service to receive any credit for this course, for the service learning reflection paper, or for the group presentation. Students must complete EL requirements to receive any credit for this course.

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

Date	Time: start / finish & total time	Brief Description of Activity	Location	Other group members present (1 <sup>st</sup> names adequate).

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