Date of Service Type of Service Signature of Adult Hours Served

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 Total Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You must have supporting documentation attached to this form for each new service performed. If no supporting documentation is available, you must have the signature of an adult in charge of the service.
2. You must add up your total hours and put that number in ‘Total Hours’ at the bottom. I will not add up your hours.
3. You will turn in this form along with supporting documentation by the due date that will be announced. I will place a basket at the front desk for turning in service hours.