## STEP 161/262 - Documentation Log for Service Hours

Name: ___________________________ Bear #: ___________________________

Host School: ___________________________ Host Teacher: ___________________________

Name, Email, Phone for Individual(s) Supervising Service Experience: ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time: from-to</th>
<th>Total hours &amp; minutes</th>
<th>Service Activity Participated In</th>
<th>Supervisor(s) Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>5:00 – 10:45 pm</td>
<td>5 hrs 45 min.</td>
<td>Set up and chaperoned Spring Dance. 1 hour final set up for dance. 1 hour taking tickets/supervising student entry. 3 hours supervising dance (explain). 1 hour and 45 minutes supervising final activities (explain) and “clean-up.”</td>
<td></td>
</tr>
</tbody>
</table>

(Expand table as needed)

Total Service Hours: _________ hours _________ minutes (please do not use fractions or decimals)

I, ___________________________, certify that I have completed the service hours listed above.

Teacher Candidate Signature

I, ___________________________, certify that the above named teacher candidate completed the total service hours listed above at the following level:

Evaluation of performance: _________ Very Good

_______ Good

_______ Acceptable

_______ Needs improvement

_______ Unacceptable