

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

Name: \_\_\_\_\_ Bear #: \_\_\_\_\_

Host School: \_\_\_\_\_ Host Teacher: \_\_\_\_\_

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

Date	Time: from-to	Total hours & minutes	Service Activity Participated In	Supervisor(s) Signature
Example	5:00 – 10:45 pm	5 hrs 45 min.	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.”	

(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:  
Supervisor’s Signature

**Evaluation of performance:** \_\_\_\_\_ Very Good  
 \_\_\_\_\_ Good  
 \_\_\_\_\_ Acceptable  
 \_\_\_\_\_ Needs improvement  
 \_\_\_\_\_ Unacceptable