

# Montgomery County ACCE Community Service Hours Time Sheet

ACCE Student Name:	
ACCE Student Phone #:	
ACCE Student VCCS Email:	

*Contact Information – Hours will be verified by ACCE Coordinator*

Work Site Location:	
Work Site Supervisor Name:	
Work Site Supervisor Email:	
Supervisor Phone #:	

*Please complete a separate form per site location.*

Date	Start Time	End Time	Hours Worked	Supervisor Signature

Total Hours Submitted per Sheet: \_\_\_\_\_

**August 15<sup>th</sup> - at LEAST 40 hours due**  
**January 5<sup>th</sup> - second 40 hours due (FULL 80 HOURS COMPLETED)**  
**YOU ARE ENCOURAGED TO COMPLETE ALL HOURS BY THE AUGUST 15 DEADLINE.**

Please email complete timesheet to Michael Geary at [gearymp@montgomerycountyva.gov](mailto:gearymp@montgomerycountyva.gov)

**PLEASE DO NOT DROP OFF TIME SHEET AT NRCC.**  
**By emailing the timesheet you will have a copy for your records.**