Montgomery County ACCE – Time Sheet
Community Service Hours

ACCE Student Information

Name:	
Phone #:	
VCCS Email:	

Volunteer Site Information

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

Time Sheet

Date	Start Time	End Time	Hours Worked	Supervisor Signature

Total Hours Submitted: _____

Please complete a separate form for each site location. Hours will be verified by ACCE Volunteer Coordinator.

Important Deadlines:

- **August 1** – a minimum of **40 hours** must be completed by this date.
- **December 15** – second **40 hours** due **(All 80 hours must be completed by this date.)**

Students are encouraged to complete all hours by August 1.

Submitting the Time Sheet:

- **Email completed time sheet to Karen Anders, ACCE Volunteer Coordinator.** andersks@montgomerycountyva.gov
  - This allows you to keep a copy of the time sheet for your records.
  - Do not submit your time sheet to New River Community College.