

**Tougaloo College
Office of Community Service
Student Time Sheet**

This time sheet must be completed and mailed to Tougaloo College, Office of Community Service, 500 West County Line Road, Tougaloo, MS 39174, **no later than 30 days of completion of the service or service activity.**

Student's Name

ID Number

Agency

Department

Site Supervisor

Date	Time In	Time Out	Daily Total # of Hours	Date	Time In	Time Out	Daily Total # of Hours
		Timesheet Total				Timesheet Total	

Supervisor's Signature

Date

Student's Signature

Date