

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

**September, 2011**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date—10:15-2:30, 1-3:45, etc.							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
				9/1	9/2	9/3	
9/4	9/5	9/6*	9/7	9/8	9/9	9/10	
9/11	9/12	9/13	9/14	9/15	9/16	9/17	
9/18	9/19	9/20	9/21	9/22	9/23	9/24	
9/25	9/26	9/27	9/28	9/29	9/30 summer hrs. due		
*Classes begin @ 1:45 p.m. <b>TOTAL HOURS FOR SEPTEMBER: _____</b>							<b>TOTAL: _____</b>

"On my honor, I promise the information provided on this sheet is accurate and complete."

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

**US Postal Service:**

Mrs. Sally J. Vaughan or Mr. Tyler Wheelock  
St. John Fisher College, 3690 East Avenue, Rochester 14618

**Email:** [svaughan@sjfc.edu](mailto:svaughan@sjfc.edu) **Phone** 585-385-8196; [twheelock@sjfc.edu](mailto:twheelock@sjfc.edu) **Phone** 585-385-8249

**Facsimile:**

**585-385-5209**

**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**October, 2011**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in <u>exact time</u> worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
						10/1	
10/2	10/3	10/4	10/5	10/6	10/7	10/8	
10/9	10/10	10/11	10/12	10/13	10/14 Recess Day	10/15	
10/16	10/17	10/18	10/19	10/20	10/21	10/22	
10/23	10/24	10/25	10/26	10/27	10/28	10/29	
10/30	10/31 Agreement Sr Waiver due						
TOTAL HOURS FOR OCTOBER: _____							Total: _____

**"On my honor, I promise the information provided on this sheet is accurate and complete."**

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please submit timesheet at end of each month**

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**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**November 2011**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
		11/1	11/2	11/3	11/4	11/5	
11/6	11/7	11/8	11/9	11/10	11/11	11/12	
11/13	11/14	11/15	11/16	11/17	11/18	11/19	
11/20	11/21	11/22*	11/23*	11/24*	11/25*	11/26	
11/27	11/28	11/29	11/30				
<p align="center">*THANKSGIVING BREAK-11/22 classes end at 5:55 p.m.</p> <p align="center"><b>TOTAL HOURS FOR NOVEMBER: _____</b></p>							<p align="center"><b>Total: _____</b></p>

**"On my honor, I promise the information provided on this sheet is accurate and complete."**

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please submit timesheet at end of each month**

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# St. John Fisher College

## SERVICE SCHOLAR FALL SEMESTER EVALUATION FORM

SITE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SCHOLAR: \_\_\_\_\_ SUPV. PHONE/EMAIL: \_\_\_\_\_

Using the scale below, please rate the performance and skills of the Service Scholar named above.  
At the bottom, please add any comments you feel are relevant.

	Excellent	Average	Above Average	Fair	Below Average	Not Applicable
<b>Dependable/Punctual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-Motivated</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexible yet Consistent</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Enthusiastic &amp; Interested</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writing skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Oral skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem-solving skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competent</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsible</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Honest and Loyal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Willing to take on extra assignments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Please fax form (585-385-5209) no later than Dec. 31, 2011 to:  
Questions can be directed to Sally Vaughan or Tyler Wheelock at  
[svaughan@sjfc.edu](mailto:svaughan@sjfc.edu) or [twheelock@sjfc.edu](mailto:twheelock@sjfc.edu)

**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**December, 2011**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
				12/1	12/2	12/3	
12/4	12/5	12/6	12/7	12/8	12/9	12/10	
						Classes End	
12/11	12/12	12/13	12/14	12/15	12/16	12/17	
	F	I	N	A	L	S	
12/18	12/19*	12/20*	12/21*	12/22*	12/23*	12/24*	
12/25*	12/26*	12/27*	12/28*	12/29*	12/30*	12/31* 50% hrs. due	
*HOLIDAY BREAK 12/19-1/10							
TOTAL HOURS FOR DECEMBER: _____							Total: _____

"On my honor, I promise the information provided on this sheet is accurate and complete."

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please submit timesheet at end of each month**

**US Postal Service:**

Mrs. Sally J. Vaughan or Mr. Tyler Wheelock  
St. John Fisher College, 3690 East Avenue, Rochester 14618

**Email: svaughan@sjfc.edu Phone 585-385-8196; twheelock@sjfc.edu Phone 585-385-8249**

**Facsimile:**

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**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**January, 2012**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
1/1*	1/2*	1/3*	1/4*	1/5*	1/6*	1/7*	
1/8*	1/9*	1/10*	1/11 Classes Begin 8am	1/12	1/13	1/14	
1/15	1/16	1/17	1/18	1/19	1/20	1/21	
1/22	1/23	1/24	1/25	1/26	1/27	1/28	
1/29	1/30	1/31					
*HOLIDAY BREAK 12/19-1/10							
TOTAL HOURS FOR JANUARY: _____							Total: _____

"On my honor, I promise the information provided on this sheet is accurate and complete."

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

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**Facsimile:**

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**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**February, 2012**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
			2/1	2/2	2/3	2/4	
2/5	2/6	2/7	2/8	2/9	2/10	2/11	
2/12	2/13	2/14	2/15	2/16	2/17	2/18	
2/19	2/20	2/21	2/22	2/23	2/24	2/25	
2/26	2/27	2/28	2/29				
TOTAL HOURS FOR FEBRUARY: _____							Total: _____

**"On my honor, I promise the information provided on this sheet is accurate and complete."**

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

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**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**March, 2012**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
				3/1	3/2	3/3	
3/4	3/5*	3/6*	3/7*	3/8*	3/9*	3/10	
3/11	3/12	3/13	3/14	3/15	3/16	3/17	
3/18	3/19	3/20	3/21	3/22	3/23	3/24	
3/25	3/26	3/27	3/28	3/29	3/30	3/31	
*Spring Break							
TOTAL HOURS FOR MARCH: _____							Total: _____

"On my honor, I promise the information provided on this sheet is accurate and complete."

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

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**Facsimile:**

**585-385-5209**

# St. John Fisher College

## SERVICE SCHOLAR SPRING SEMESTER EVALUATION FORM

SITE: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

SCHOLAR: \_\_\_\_\_ SUPV. PHONE/EMAIL: \_\_\_\_\_

Using the scale below, please rate the performance and skills of the Service Scholar named above.  
At the bottom, please add any comments you feel are relevant.

	Excellent	Average	Above Average	Fair	Below Average	Not Applicable
<b>Dependable/Punctual</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-Motivated</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flexible yet Consistent</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Enthusiastic &amp; Interested</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Writing skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Oral skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Team skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem-solving skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competent</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsible</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Honest and Loyal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Willing to take on extra assignments</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Please fax form (585-385-5209) no later than May 31, 2012 to:  
Questions can be directed to Sally Vaughan or Tyler Wheelock at  
[svaughan@sjfc.edu](mailto:svaughan@sjfc.edu) or [twheelock@sjfc.edu](mailto:twheelock@sjfc.edu)

**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**April 2012**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
4/1	4/2	4/3	4/4* Classes end at 5:55 pm*	4/5*	4/6*	4/7*	
4/8*	4/9*	4/10	4/11	4/12	4/13	4/14	
4/15	4/16	4/17	4/18	4/19	4/20	4/21	
4/22	4/23 F	4/24 I	4/25 N	4/26 A	4/27 L	4/28 S	
4/29	4/30** Sr. Hrs. due						
*Easter Break							
TOTAL HOURS FOR APRIL: _____							Total: _____

\*\*All hours due to start next year's hours in May!

"On my honor, I promise the information provided on this sheet is accurate and complete."

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

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**Facsimile:**

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**SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG**

**May, 2012**

Scholar's Name \_\_\_\_\_ Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fill in exact time worked on each date							How many times did you drive?
SUN	MON	TUES	WED	THURS	FRI	SAT	
		5/1	5/2	5/3	5/4	5/5	
	S E	N I	O R	W E	E K	Graduation	
5/6	5/7	5/8	5/9	5/10	5/11	5/12	
5/13	5/14	5/15	5/16	5/17	5/18	5/19	
5/20	5/21	5/22	5/23	5/24	5/25	5/26	
5/27	5/28	5/29	5/30	5/31 100% hrs. due			
<b>TOTAL HOURS FOR MAY: _____</b>							<b>Total: _____</b>

**"On my honor, I promise the information provided on this sheet is accurate and complete."**

Scholar's Signature \_\_\_\_\_

Comments: \_\_\_\_\_

Supervisor's Signature (To Confirm Hours): \_\_\_\_\_

**Please mail or fax timesheet at end of each month**

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