

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

September, 2017

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 Labor Day	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.							
TOTAL HOURS FOR SEPTEMBER: _____							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

US Postal Service:

Mrs. Elizabeth Morris Rizzolo, Civic Engagement Coordinator
St. John Fisher College, 3690 East Avenue, Rochester, NY 14618

Email: erizzolo@sjfc.edu **Phone:** 585-385-8249

Facsimile:

585-385-5209

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

October, 2017

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 Recess Day	10/14	
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): _____

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SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

November 2017

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* Thxgiving	11/24*	11/25*	
11/26*	11/27	11/28	11/29	11/30			
*THANKSGIVING BREAK-11/21 classes end at 5:55 p.m. TOTAL HOURS FOR NOVEMBER: _____							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): _____

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St. John Fisher College
SERVICE SCHOLAR FALL SEMESTER 2017 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	Above Average	Average	Below Average	Not Applicable
Dependable/Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible yet Consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic & Interested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest and Loyal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to take on extra assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied with the way that SJFC prepares our scholars for service work?

Is there anything we could do better to prepare them?

Additional Comments:

Please fax form (585-385-5209) no later than Dec. 31, 2017
 Questions can be directed to Elizabeth Rizzolo at erizzolo@sjfc.edu

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

December, 2017

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 Classes End	
12/10	12/11 F	12/12 I	12/13 N	12/14 A	12/15 L	12/16 S	
12/17*	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*	
*HOLIDAY BREAK 12/16-1/14/18 ##50% hrs.due on 12/31/17							
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 mail or fax timesheet at end of each month

US Postal Service:

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 St. John Fisher College, 3690 East Avenue, Rochester, NY 14618
 Email: erizzolo@sjfc.edu Phone: 585-385-8249

Facsimile:

585-385-5209

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

January, 2018

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	
12/31*## 100% hrs. due	1/1*	1/2*	1/3*	1/4*	1/5*	1/6*	
1/7*	1/8*	1/9*	1/10*	1/11*	1/12*	1/13*	
1/14*	1/15 Classes Begin 8am	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 12/18-1/14							
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): _____

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SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

February, 2018

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 **site agreement	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				
**Spring Semester New Site Agreements Due							
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): _____

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St. John Fisher College

SERVICE SCHOLAR SPRING SEMESTER 2018 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	Above Average	Average	Below Average	Not Applicable
Dependable/Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible yet Consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic & Interested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Honest and Loyal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willing to take on extra assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you satisfied with the way that SJFC prepares our scholars for service work?

Is there anything we could do better to prepare them?

Additional Comments:

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Questions can be directed to Elizabeth Rizzolo at erizzolo@sjfc.edu

SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

April 2018

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	
						3/31*	
4/1* Easter	4/2* Classes start at 11:15	4/3	4/4	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	4/24	4/25	4/26	4/27	4/28	
4/29	4/30##						
*Easter Break ##All hours due to start next year's hours in May##							
TOTAL HOURS FOR APRIL: _____							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): _____

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Facsimile:

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SERVICE SCHOLAR HOURS AND TRANSPORTATION LOG

May, 2018

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	
	F	I	N	A	L	S	
5/6	5/7 S E Sr. Hrs. due	5/8 N I	5/9 O R	5/10 W E	5/11 E K	5/12 Graduation	
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			
TOTAL HOURS FOR MAY: _____							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): _____

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