|  |
| --- |
| **Volunteer Service Report Form(2016-05-01 to 2017-04-30)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description of Services | Service Hours | AYLUS Event? (Yes/No) | Advisor / Organizer Signature and Phone (or email) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **AYLUS hours on this sheet:** |  |
| **Total hours on this sheet:** |  | **Non-AYLUS hours on this sheet:** |  |

**Notice:** For both AYLUS and non-AYLUS activities, the signature of the adult advisor / organizer is required.

**Clarifications:**

* The **Date** field is for when the activity took place. If it’s a long-lasting event, please use the first day as the date, but be sure to elaborate this by providing detailed information in the **Description of Service** field with clauses such as “during x day to y day”.
* **Total hours on this sheet = AYLUS hours on this sheet + Non-AYLUS hours on this sheet**
* Use multiple sheets to report volunteer hours if needed
* Signature must be hand written by advisor / organizer in person.

**Examples:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Description of Services | Service Hours | AYLUS Event? (Yes/No) | Advisor / Organizer Signature and Phone (or email) |
| 2016-05-07 | Created a math tutorial video on AIME and uploaded to AYLUS YouTube Channel(web link if any) | 3 | Yes | (Signature + email or phone) |
| 2017-01-01 | During 2017-01-01 to 2017-01-05, volunteered at Utopia for environment cleaning with each day worked approximately 2 hours, in total 10 hours. (web link if any) | 10 | No | (Signature + email or phone) |
| 2017-03-01 | During 2017-03, volunteered at AYLUS The Greater Good Month event with each working day spent about 1 hour, in total 20 hours.(web link if any) | 20 | Yes | (Signature + email or phone) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** | John Smith | **AYLUS hours on this sheet:** | 23 |
| **Total hours on this sheet:** | 33 | **Non-AYLUS hours on this sheet:** | 10 |