



39 Thomas Free Drive  
 Kintnersville, PA 18930  
 (610) 847-5131

**VOLUNTEER SERVICE EXPERIENCE**  
**PALISADES SCHOOL DISTRICT**  
**TIME CARD**

Student Name: \_\_\_\_\_  
 Portfolio Mentor: \_\_\_\_\_  
 Grade: \_\_\_\_\_

**STUDENT RESPONSIBILITIES**

1. Complete required district and agency paperwork prior to beginning service.
2. Record all hours accurately for each day and have the time card verified by the Agency Contact Person.
3. Reflect on your experience by completing the journal.
4. Be punctual and reliable.
5. Dress appropriately.
6. Maintain a professional attitude at all times.
7. Inform your school facilitator of any work-site problems and community service issues.  
 (Middle School Facilitator: Mr. Jeffrey Opp-jopp@palisadessd.org. High School Facilitator: Mrs. Nina Piper - npiper@palisadessd.org)

**Directions:** This time card is required to maintain a record of the hours you have volunteered. Please be advised that it is important to bring this time card with you to volunteer experiences, as **you must obtain the signature from the Agency Contact Person**. All information in the chart must be completed accordingly.

(Middle school students = **6 volunteer hours**. High school students = **12 volunteer hours**.)

**EXAMPLE**

Date	Name of Agency	Hours	Agency Contact Signature	Parent/Guardian Signature
9/20/2014	American Red Cross	2	<i>Signature of Agency Contact</i>	<i>Mr. Smith</i>

