



Submit at end of the Month to VolunteerLEON

INTERNSHIP MONTHLY TIME SHEET

Interns: Please record your total hours daily for each month on this form, even if you are not getting class credit for this current semester. Once signed by you and your supervisor, you may send by interoffice mail, hand deliver, or fax this Time Sheet to the Volunteer Center. Start a new Time Sheet for the NEXT month—form may be copied on white paper if needed. You must submit these monthly Time Sheets in order to obtain your **Certificate of Completion for your Internship.**

Name: _____ Semester/Year: _____

Internship Position: _____ Department: _____

Supervisor's Name: _____ Telephone: _____

Please use separate time sheet for EACH month.

Week Dates for Month of _____ (e.g. 08/27/07-08/31/07)*	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours

Monthly Grand Total Hours _____

I certify that this intern has completed the hours recorded on this form.

Supervisor Signature: _____ **Date:** _____

I certify that I have completed all hours recorded on this form.

Intern Signature: _____ **Date:** _____

* Week is Monday through Sunday. Even if one month ends and the next one begins in the same week, the next month goes on a separate time sheet.

Please remember to return this form to VolunteerLEON by the 5th of the next month.