NAME _____ MONTH/YEAR _____

White Plains National Honor Society Hours Submission Sheet

ONLY record hours performed in the month listed above.
LATE HOURS will not be accepted. Example: At Feb. meeting, only hours for Jan. will be counted.
MAXIMUM of 2 hours per tutoring a day granted unless part of an organization's program (like youth bureau)
Staple additional sheets if necessary. If organization provides a letter, staple and indicate where it says "signature"

DATE # HOURS	DESCRIPTION of service (& name of tutee if applicable)	LOCATION of service provided	PRINT name of ADULT supervisor	SIGNATURE of ADULT supervisor

SUPERVISORS! Your signature indicates that you have PERSONALLY WITNESSED or can VOUCH FOR this student actually performing the service claimed. Questions or concerns? Contact cindyphillips@wpcsd.k12.ny.us or lindawoodward@wpcsd.k12.ny.us

One class period rounds up to 1 hour.
Keep a copy for your records!
If this form is incomplete in any way, no hours will be recorded.

TOTAL # OF HOURS: