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Print Your Name Here

Community Service Hours Tracking Sheet

Every day you work at your community service position, fill in a space below and have a supervisor inital the form. When you have completed all your hours, present the completed sheet to your supervisor and ask her/him to type up a letter on organization letterhead that summarizes your service and states the number of hours you worked. Once you have that signed letter on organization letterhead, return it to P. Adam Militello, Esq. at adam@militello.lawyer.

Date	Details of Service Performed	Hours Completed	Supervisor Initials