Hours Tracker

Student Name:_____ Organization/Business:_____

Date of Activity	Number of Hours	Date of Activity	Number of Hours

Total # of Hours: _____

Once you have completed your hours with this organization/business OR reach your number of hours needed, log onto Clever and go to Profferfish and transfer your hours from this paper to Profferfish and submit your reflection and sign your name. If you have your supervisor present, you can hand them your device to sign or click the box to have an email submitted to them (be sure to inform them that they have an email they need to respond to and it might go to their junk folder). Finally, have your parents hit the thumbs up button and sign off and submit for approval by your counselor.