

## **Tidewater Community College**

### **Time and Effort Report for Community Partners**

**REPORTING PERIOD:** From: \_\_\_\_\_ To: \_\_\_\_\_

**NAME:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_

**GRANT NAME:** The Urban Experience Service Learning Project **FRS #:** 2-2212-1

**PARTICIPANT TOTAL TIME TO GRANT THIS PERIOD:** \_\_\_\_\_ Hours

**Note:** *Below, please fill in the spaces with the appropriate number of hours spent on each duty to equal the total time as indicated above.*

**Training and Planning** (*Efforts expended in performing activities to learn about service-learning and create programs matching your organization's needs with those of TCC faculty*)

\_\_\_ **Attend service-learning training with faculty**

\_\_\_ Attend UESL board meetings

\_\_\_ **Secure signature on letter of agreement with TCC**

\_\_\_ Confer with faculty to design appropriate service activities for students

\_\_\_ Other: (describe)

**Students** (*Efforts expended in performing activities to recruit and supervise students*)

\_\_\_ Visit TCC classes to describe agency's program

\_\_\_ Conduct interviews and screening with TCC students for placement at the agency

\_\_\_ **Conduct student orientation to agency and additional specialized training**

\_\_\_ Perform site supervision

\_\_\_ Maintain paperwork: student agreement, agency volunteer forms, student log of hours, etc.

\_\_\_ Perform student evaluations

\_\_\_ Other: (describe)

**Professional and Program Development** (*Efforts expended in enhancing partnerships*)

\_\_\_ Participate in focus groups by outside evaluator

\_\_\_ Attend UESL meetings and events and regional/state SL conferences

\_\_\_ Mileage for UESL events/meetings

\_\_\_ Other: (describe)

**Note:** *If a more detailed description is needed for specific contributions to a grant, please include an attachment to this report.*

This certifies that the person devoted the hours or percentage of time indicated to the above- named grant program during the period of time as stated and that the services were performed according to appropriate grant policies as set forth in the grant application and award.

**PARTICIPANT'S SIGNATURE/ DATE**

**PROJECT DIRECTOR/SUPERVISOR / DATE**