THE UNIVERSITY OF TOLEDO
1872
College of Law

Public Service Commendation Time Sheet

Note: Please use this template, or your own template, but it must contain the field elements specified below.

Student Name:			
Placement:			
Date:	Hours:	Cumulative Total:	Assignment Completed:

Signature (*Student*):_____ Date: _____

Students: Please track and document all hours you would like to apply toward your Public Service Commendation on this timesheet.

- For each day worked, enter the date, hours worked (rounding to the nearest quarter hour interval), and initial the entry.
- Credit hours (earned through the Public Service Externship or UT Law Legal Clinic) being counted toward the Award total should be specified in the Assignment Completed column (limit eight hours per semester).
- This time sheet must be submitted prior to finals to Jessica Mehl, Pro Bono Coordinator, 2801 W. Bancroft, Mail Stop 507, Toledo, OH 43606 or jessica.mehl@utoledo.edu

Notice: This document is governed by the Code of Student Professional Conduct. Any material misrepresentation will be treated in accordance with the Code.