

SAMPLE

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THORNTON MUNICIPAL COURT
COMMUNITY SERVICE WORK LOG

THE COMMUNITY SERVICE WORKER (NOT THE JOB SITE) SHALL RETURN THIS FORM TO THE COURT BY THE DEADLINE GIVEN.

Name/Summons Number: Your Name/ 6000000

Name of Community Service Worker: John Doe

Work Site Name: Helping Hands-Non-Profit Organization

Work Site Address: 123 Main St., Anywhere, USA

Signature of person for whom the work was done: Jane Smith

Printed Name of person for whom work was done: Jane Smith

Contact Phone Number for Job Site: 303-555-1212

How does this site qualify for Community Service? Check one:
[X] Non-Profit Organization [] Elderly (non-relative) [] Disabled (Non-relative)

WORK LOG – TO BE DOCUMENTED DAILY

Date	Nature of Work Performed	Hours Worked
01/01/03	Sorting Clothes	8:00-5:00= 8 hrs.
01/03/03	Sweeping Floors	8:00-10:00= 2 hrs.
01/04/03	Filing	8:00-2:00= 6 hrs.
01/07/03	Assisting Shoppers	10:30-3:30= 5hrs.
		<u>21 hrs TOTAL</u>

THORNTON MUNICIPAL COURT
COMMUNITY SERVICE WORK LOG

THE COMMUNITY SERVICE WORKER (NOT THE JOB SITE) SHALL RETURN THIS FORM TO THE COURT BY THE DEADLINE GIVEN.

[X] **COMMUNITY SERVICE HOURS ORDERED: :**

Proof of completion must be provided by _____ OR APPEAR BEFORE THE COLLECTIONS OFFICER ON _____ AT ____ PM FOR A **Stay/File Proof Hearing.**

Name/Summons Number: _____ / _____ /

Work Site Name: _____

Work Site Address: _____

Signature of person for whom the work was done: _____

Printed Name of person for whom work was done: _____

Contact Phone Number for Job Site: _____

How does this site qualify for Community Service? Check one:

[] Non-profit Organization [] Elderly (non-relative) [] Disabled (non-relative)

A separate log must be completed for EACH location where community service hours are performed.

WORK LOG- TO BE DOCUMENTED DAILY

Date worked	Nature of Work Task Performed	Hours worked
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Revised 12/10/12)

TOTAL HOURS WORKED: _____