**Service-Learning and Research Scheme**

Activity & Attendance Record Sheet

**Importance: Please submit to your TA and S-L coordinator on or before deadline, otherwise, your S-L hours might not be counted in the S-L Requirement.**

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| **Term:**  |  |
|  | (e.g. Term 1, 2021-22)  |
| **Name of Student:** |  | **Student No.:** |  |
| **Course Code & Title:**  |  |
|  (e.g. SLP1101 Community Engagement through Service-Learning) |
| **Project Name & Group No.:**  |  |
|  (e.g. Food Collection Project, Group 1) *\* Please refer to the Project Information Sheet.* |
| **\*Service-Learning Experience Details** Record down all your training and service hours that you have participated in the Service-Learning project. |
| **Date** (DD/MM/YY) | **Timeframe**(e.g. 1200-1330, in 30min-unit) | **Task/Activity** | **No. of Hour(s)**(e.g. 1.5) | **Activity Category** *(Training = T; Service Practicum/ Preparation/Reflection = S )*  |
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| *(Please add separate form if the space is not enough)*  | **Total Hours of Training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Total Hours of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Total Hours (Training + Service): \_\_\_\_\_\_\_\_\_\_\_** |

*Note 1: To fulfill Service-Learning Requirement, a completion of* ***30 hours (includes Training & Service)*** *is* ***Mandatory.***