



PTW Hour Confirmation Form

It is the responsibility of the PTW student to complete this form and submit it to the OIE. Please complete a separate form for each activity. Forms must be submitted by the last day of classes each semester.

Name: _____
LAST FIRST

Banner ID:@_____

Email: _____

Date: _____

Place of Activity	Date of Activity	Number of Hours	Brief Description of Activity

* If you are reporting more than 10 hours for one event (example: volunteering in an office) you must list each day and hours to report the total hours worked. Continue additional days and hours on the back of this paper as needed.

Supervisor's Name: _____

Supervisor's Email or Telephone Number: _____

Supervisor's Signature: _____
SIGNATURE DATE

I, _____, certify that I participated the volunteer activity listed
PTW STUDENT SIGNATURE
 above and accurately reported the hours I contributed. I understand that misrepresentation of hours could result in the loss of my PTW award.

