

**ROGER D. EATON
 CHARLOTTE COUNTY CLERK OF THE CIRCUIT COURT AND COMPTROLLER
 350 EAST MARION AVENUE
 PUNTA GORDA, FLORIDA 33950**

COMMUNITY SERVICE TIME SHEET

ALL INFORMATION MUST BE COMPLETED

Name: _____ Case/Citation #: _____

Hours to be completed: _____ Due Date: _____

Physical and/or other limitations: _____

***All information below must be completed by the Organization (one (1) timesheet per Organization) ***

Name of Non-Profit Organization: _____

Address of Non-Profit Organization: _____

Address _____ City _____ State _____ Zip Code _____

Organization Coordinator: _____

Date	Organization	Time In	Time Out	Hours	Signature & Phone Number of Supervisor

Total hours completed: _____

Comments: _____

Signature of Organization Coordinator: _____ Date: _____

If you choose a service provider not on the approved list, you must provide proof of a non-profit status, address, phone number, and name of Organization Coordinator. Information must be on that Organization's Letterhead. If this form is not complete it will not be accepted to calculate the hours. You must make your own copies for more than one organization. Must be filed in person or by mail: Clerk of the Court, 350 E Marion Avenue, Punta Gorda, FL, 33950, Attn: Traffic Division.