

CREW HOURS TRACKING SHEET

Directions: Make two (2) copies of this form. KEEP ONE FOR YOUR RECORDS! Fill out the information of hours worked and turn in to the Union Steward for credit. For example, if you sign up and work run crew for the All School Musical you would need to document the hours, have the crew lead sign off on the form and turn in to the Union Steward (keeping YOUR copy for YOUR records.) IT IS YOUR RESPONSIBILITY TO TRACK YOUR HOURS WORKED! It is NOT the job of the Union Steward to chase you down and get this information, and hours not credited will ultimately be lost. YOUR PROOF is the hours sheet YOU have in your records.

Student Name: _____ **Level:** 1 2 3 4

Date	Project Title	Crew Lead (Signature)	Hours Earned
08/11/12	Run Crew, All School	Johnny Smith	21.5
TOTAL HOURS			

Faculty Approval: _____ Date: _____

Union Steward Approval: _____ Date: _____