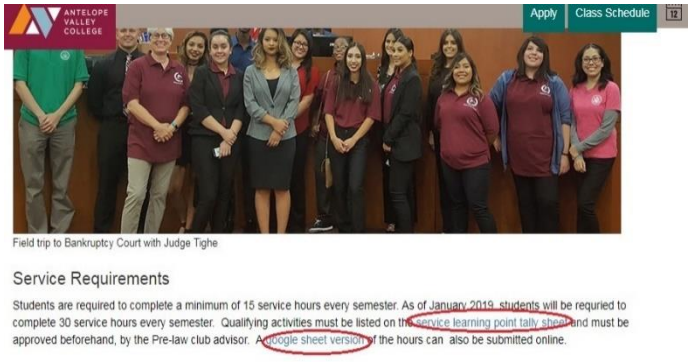
Antelope Valley College
Law Scholars Program
How To Report Service Learning Hours

Please know that you are responsible for reporting your service learning hours completed. If necessary, keep a copy of sign in sheets, flyers, or any other documentation that may be requested to prove attendance or completion of service learning activity.

There are three steps to report your service learning hours. This involves going to AVC's Law Scholars Program website.



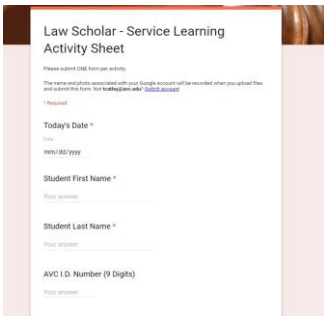
Go to the program website at:
https://www.avc.edu/academics/lawscholar

Scroll down to the section titled "Service Learning"

Step one: Click on the "service learning point tally sheet" hyperlink, print, and bring this to all of your service learning activities and be sure to have it signed off accordingly at the pre-law club.

If you plan to meet your service hours, by something in the OTHER box, please make sure you get approval, BEFORE, starting that activity. You will need an approval signature from the pre-law club advisor on the tally sheet.

Step two: Once you have completed your 15 semester hours enter the activities online. Start by clicking on "google sheet version" hyperlink, which will take you to an online form. Complete accordingly and hit submit. Be sure to do this for EACH service learning activity. Sample of the online form is below:



Step three: When done, upload your tally sheet as prompted. Always keep a copy for your records!

If you have questions please see a law club advisor or counselors.