

# TLT Academic Credit Grade Book

## TLT Lab Hours Report



I certify that I am the Mentor of \_\_\_\_\_ and that he / she has completed a minimum of 72 hours of lab time during this school semester during club meetings or activities and Conference-sponsored events.

To document lab time, I have attached our club's Pathfinder Calendar

### Guidelines for recording lab hours

- Club or Staff meeting times, plus set-up and tear-down before and after the meetings.
- 2-3 hours per week (record actual hours)
- Club and District day or weekend activities (Do not include sleeping time)
- Club travel time and loading / unloading time for trips

### Conference events

- Include all hours as specified on the weekend schedule plus travel time.
- Subtract 6 hours for training workshops which are accounted for on the TLT Workshop Attendance Sheets.

### Record of time spent fulfilling the TLT Workshop Requirements

Date	Lab Time	Date	Lab Time	Date	Lab Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Reported Hours: \_\_\_\_\_

TLT Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mentor or Club Director's Signature \_\_\_\_\_ Date \_\_\_\_\_