**Name of Student: Total Credits Sought:**

**Quarter and Year:**

*To seek credit for MCHB participation, please record the time spent on MCHB tasks* ***each week*** *and submit forms electronically on a* ***monthly basis*** *to the MCHB VP of Resources. The VP of Resources will submit students’ timesheet(s) on a quarterly basis to the MCHB Faculty Supervisor for credit approval. Tasks that are eligible for credit include preparing for a MCHB-sanctioned competition, administration of MCHB governing functions and operations, and running an MCHB competition for the benefit of other participants. As a general matter, one credit is awarded for 45 hours of moot court work. Participation in a competition in which students complete written work product (for example, a brief, motion, or term sheet) and compete in a preliminary round are generally eligible for one credit. A student that advances to a semi-final or final round of a competition in which a written component is required are generally eligible for two credits.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Description of Work** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Hours** |  |  |

**I certify that the above information is true and correct: \_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by MCHB VP of Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**