

TIME LOG

**Due by the 10th of the Following Month.
KEEP A COPY FOR YOUR OWN RECORDS!**

For Office Use Only

___ Added to Time Log Database

Total # of hours to date: _____

Member Name: _____ **Campus:** _____ **Service Site:** _____

Month: AUGUST 2009

Term: 300 450 675 900 1700

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	WEEKLY TOTAL HOURS
Week One 8/2 – 8/8	DIRECT SERVICE HOURS								
	CITIZENSHIP DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
Week Two 8/9 – 8/15	DIRECT SERVICE HOURS								
	CITIZENSHIP DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
Week Three 8/16 – 8/22	DIRECT SERVICE HOURS								
	CITIZENSHIP DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
Week Four 8/23 – 8/29	DIRECT SERVICE HOURS								
	CITIZENSHIP DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
Week Five 8/30 – 8/31	DIRECT SERVICE HOURS								
	CITIZENSHIP DEVELOPMENT HOURS								
	FUNDRAISING HOURS								

- Direct Service hours should be *at least 70%* of your term hours.
- Citizenship Development hours may be *no more than 20%* of your term hours.
- Fundraising hours may be *no more than 10%* of your term hours.

MONTHLY TOTAL DIRECT SERVICE HOURS	
MONTHLY TOTAL CITIZENSHIP DEVELOPMENT HOURS	
MONTHLY TOTAL FUNDRAISING HOURS	
TOTAL HOURS THIS MONTH (Direct Service + Citizenship Development + Fundraising)	

Please include descriptions of the activities you engaged in this month during the hours reported above.

Description of Direct Service Activities (e.g., Tutored 2 second-graders in reading, assessed 9 patients at clinic, taught math to 35 fifth-graders)	
Description of Citizenship Development Activities (e.g., participated in reflection, read article on child development, wrote in journal)	
Description of Fundraising Activities	

Member Signature _____

Date ___/___/___

Supervisor's Signature _____

Date ___/___/___