

For Office Use Only

\_\_\_ Roster \_\_\_ WBRS

\_\_\_ Email Date \_\_\_\_\_

# TIME LOG

Due by the 10<sup>th</sup> of the Following Month.

KEEP A COPY FOR YOUR OWN RECORDS!

Member Name: \_\_\_\_\_ Campus: \_\_\_\_\_ Service Site: \_\_\_\_\_

Month: **FEBRUARY 2009**

Term:  300  450  675  900  1700

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	WEEKLY TOTAL HOURS
<b>Week One</b> 2/1 – 2/7	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Two</b> 2/8 – 2/14	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Three</b> 2/15 – 2/21	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Four</b> 2/22 – 2/28	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Five</b>	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								

- Member Development hours must be no more than 20% of your term hours.
- Fundraising hours must be no more than 10% of your term hours.

\_\_\_\_\_ Number of additional volunteers recruited this month

\_\_\_\_\_ Number of hours served this month by additional volunteers listed above

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

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

<b>Description of Direct Service Activities</b> (e.g., Tutored 2 second-graders in reading, assessed 9 patients at clinic, taught math to 35 fifth-graders)	
<b>Description of Member Development Hours</b> (e.g., attended lecture, read article on child development, wrote in journal)	
<b>Description of Fundraising Activities</b>	

Member Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_