

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: **JANUARY 2009**

Term:  300  450  675  900  1700

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	WEEKLY TOTAL HOURS
<b>Week One</b> 1/1 – 1/3	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Two</b> 1/4 – 1/10	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Three</b> 1/11 – 1/17	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Four</b> 1/18 – 1/24	DIRECT SERVICE HOURS								
	MEMBER DEVELOPMENT HOURS								
	FUNDRAISING HOURS								
<b>Week Five</b> 1/25 – 1/31	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

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

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 \_\_\_/\_\_\_/\_\_\_