

TIMELOG INSTRUCTIONS

Timelogs are a critical piece of documentation that must be submitted on a monthly basis for your hours to be counted. You should thoroughly complete the time logs, obtain necessary signatures, and submit them to the proper office in a timely manner. If your timelog arrives after the 10th of the following month, your hours may not be updated on that month's email message.

Member Information:

- Please be sure to complete the top part of the form, as we cannot process your timelog accurately or in a timely manner without your name, the month for which the log is a record, and the name of your campus.

Total Hours:

- Direct Service Hours – All hours during which you are providing, planning, or doing work to support direct service. Be sure to include a description of your Direct Service activities on your timelog!
- Member Development Hours – Activities including trainings, reflection, conferences, and items on your Member Development Plan. **Member Development hours are limited to 20% of the total hours in your term, or 60 hours for a 300-hour term, 90 hours for a 450-hour term, 135 hours for a 675-hour term, 180 hours for a 900-hour term, and 340 hours for a 1700-hour term.** Be sure to include a description of your Member Development activities on your timelog!
- Fundraising Hours – Hours during which you are doing fundraising activities. **Fundraising hours are limited to 10% of the total hours in your term.** Be sure to include a description of your Fundraising activities on your timelog!
- **Hours recorded on your timelogs that exceed the Member Development and Fundraising limits cannot be counted and will not appear in your hours total on the monthly email.**
- No member may record more than a combined total (Direct Service + Member Development + Fundraising) of 65 hours per week.
- Please be helpful to the program staff and provide weekly and monthly totals for all categories. Check your math!

Volunteer Recruitment and Management:

- Record the number of additional **non-Campus Corps** member volunteers you recruited or managed, and the hours they served. Remember to provide a completed volunteer survey for each volunteer you recruit during your term.

Activities Descriptions:

- Write descriptions of your activities for each of the three categories of hours: Direct Service, Member Development, and Fundraising. Please be descriptive (for example, rather than writing “tutored,” write, “tutored five 3rd graders in math for two hours”).

Signatures:

- **Original signatures of the member and the Site Supervisor are required to validate your timelog.** Each signature should be dated.
- We will **not** accept copies of Site Supervisor signatures. Originals are required!
- The person who signs as your Site Supervisor should be the same person who signed as the Site Supervisor on your Site Agreement and Position Description.

Send to:

- Many campuses will submit all member timelogs together; check with your Campus-based Supervisor about the procedure on your campus.

Helpful Hints:

- Enter hours in decimal form and round to the nearest quarter-hour (e.g. 15 minutes = 0.25, 30 minutes = 0.5, 45 minutes = 0.75).
- **Make a photocopy of all submitted timelogs for your own records,** in case questions ever arise about your total number of hours, and keep a cumulative summary of your hours for your own records.
- Be sure we have your **current email address** on file so you can receive the monthly message we send out listing each member's hours tally and the most recent timelog received by our office.