



Monthly Time Log

Member Name _____

Position Title: _____

Site Supervisor Name _____ Month and Year: _____

Volunteer Program: _____

	DAY OF THE WEEK	DATE (dd/mm/yyyy)	DIRECT SERVICE HOURS	TRAINING/ ENRICHMENT (T&E) HOURS	ALLOWABLE FUNDRAISING HOURS	TOTAL
W	SUN					
E	MON					
E	TUE					
K	WED					
1	THU					
	FRI					
	SAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
2	THU					
	FRI					
	SAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
3	THU					
	FRI					
	SAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
4	THU					
	FRI					
	SAT					
<hr/>						
W	SUN					
E	MON					
E	TUE					
K	WED					
5	THU					
	FRI					
	SAT					

Enter time in 15 minute increments as follows:

15 min = 0.25
 30 min = 0.50
 45 min = 0.75

STOP

If you record more than 18 hours, you must fill out #1 on the back of this page.

If you record T&E and/or fundraising hours, you must fill out #2 and/or #3 on the back of this page in order for those hours to count.

Corrections (white-out, scratched out entries) must be initialed AND dated by the author.

Member Signature: _____ Date _____

Site Supervisor Signature: _____ Date _____

Program Director Signature: _____ Date _____

1) If logging more than 18 hours, please describe the activity or activities on which this time was spent:

2) if logging Training and Enrichment hours, please describe the activity or activities on which this time was spent.

Description:

Topic areas covered (e.g. AmeriCorps rules, service reflection, time management, program requirements, skills training, etc.) * Topic areas must be service-related for T&E hours to count towards AmeriCorps.

2) if logging Allowable Fundraising hours, please describe the activity or activities on which this time was spent.

Description: