



Monthly Time Log

MONTH AND YEAR: _____

Member Name: _____ Program Name: _____

Site Supervisor Name: _____ Position Title: _____

DATE	DIRECT SERVICE	TRAINING/ ENRICHMENT	T&E TYPE Enter # from List *Required*	Write-in T&E TOPIC *Required*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
TOTAL				

- For T&E Type, choose from:
1. orientation
 2. skills training
 3. service training
 4. seminar
 5. workshop
 6. class
 7. retreat
 8. reflection
 9. community activity
 10. other

Enter time in 15 minute increments as follows:


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



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



Logs should be signed within 30 days of the reporting period.



Service Log on back must be filled out for you to receive credit.

Member Signature: _____ Date _____

Site Supervisor Signature: _____ Date _____

Program Director Signature: _____ Date _____