

Member must complete both sides of form in pen

Member Name: \_\_\_\_\_ Month: \_\_\_\_\_

UCAN Serve AmeriCorps

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Time Log



Service Site/School: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date 1 <sup>st</sup> through late day of month	Member Development*	Direct Service	Fund- Raising Hours*	Total→
Su & M				
Tu				
W				
Th				
F & Sa				
<b>Week 1 Total</b>				
Su & M				
Tu				
W				
Th				
F & Sa				
<b>Week 2 Total</b>				
Su & M				
Tu				
W				
Th				
F & Sa				
<b>Week 3 Total</b>				
Su & M				
Tu				
W				
Th				
F & Sa				
<b>Week 4 Total</b>				
Su & M				
Tu				
W				
Th				
F & Sa				
<b>Week 5 Total</b>				
<b>MONTH TOTAL</b>				

**MAY NOT record more than 65 hours per week unless detailed explanation of a special project is included.**

*\*"Member Development" can only count for up to 20% of your total hours for the term of service:*

*900 term: 180 allowed  
450 term: 90 allowed  
300 term: 60 allowed*

**Examples of Member Development Activities:**

- AmeriCorps orientations or trainings
- University course work providing reflection or learning about your service
- Professional development opportunities
- Planning and preparation for service activities
- Research
- Workshops or conferences around your service theme

*\*\*Fund-Raising can only count for up to 10% of our total hours.*

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**Month:**

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AmeriCorps Member Signature:

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### **Reflections on Your Service**

Describe the service activities you have performed during this month, and some of the results you have seen: (For example: I tutored three elementary-aged children this month and have noticed that that they are completing and returning their homework more often.)

What challenges have you experienced this month in your service, and what steps have you taken to resolve those challenges?

Please provide testimonials (quotes or stories) from your service that illustrate your impact on the organization with which you serve or on the local community (if applicable):