

UCAN Serve AmeriCorps

January 2012 Time Log

MEMBER NAME

MONTH/YEAR

SERVICE SITE

Use this form to keep a log of your service hours throughout the month. **Time logs are not valid unless the time report and reflections are completed.**



HOW TO RECORD YOUR HOURS

Record your hours to the nearest quarter hour (.00, .25, .50, .75).

*Member Development:

Member Development (MD) can only account for up to 20% of your total hours.

Member development hours include education, reflection, and/or training you need to perform well in your service project.

Examples

Class time providing reflection or learning about your service.

Professional development opportunities

Research

Workshops or conferences around your service themes

300 hour term = 60 MD hours

450 hour term = 90 MD hours

675 hour term = 135 MD hours

900 hour term = 180 MD hours

**Fundraising

Fundraising can only account for up to 10% of your term of service.

Members may only raise funds directly in support of activities for your service project.

DATE MM/DD/YY <small>Each week must correspond to the month being reported</small>	*member development hours	**fundraising hours	direct service hours	TOTAL HOURS <small>Do not exceed 65 hours per week</small>
SU 1/1/2012				
M 1/2/2012				
T 1/3/2012				
W 1/4/2012				
TH 1/5/2012				
F 1/6/2012				
SA 1/7/2012				
WEEK 1 TOTAL HOURS				
SU 1/8/2012				
M 1/9/2012				
T 1/10/2012				
W 1/11/2012				
TH 1/12/2012				
F 1/13/2012				
SA 1/14/2012				
WEEK 2 TOTAL HOURS				
SU 1/15/2012				
M 1/16/2012				
T 1/17/2012				
W 1/18/2012				
TH 1/19/2012				
F 1/20/2012				
SA 1/21/2012				
WEEK 3 TOTAL HOURS				
SU 1/22/2012				
M 1/23/2012				
T 1/24/2012				
W 1/25/2012				
TH 1/26/2012				
F 1/27/2012				
SA 1/28/2012				
WEEK 4 TOTAL HOURS				
SU 1/29/2012				
M 1/30/2012				
T 1/31/2012				
WEEK 5 TOTAL HOURS				
MONTH TOTAL				
	Member Development	Fundraising	Direct Service	TOTAL

MEMBER SIGNATURE: _____ DATE: _____

SITE SUPERVISOR SIGNATURE: _____ DATE: _____

Attach monthly reflections and return the signed original form to your UCAN Serve AmeriCorps Coordinator.

UCAN Serve AmeriCorps

Service Reflections Form

MEMBER NAME: MONTH/YEAR

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 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?

Describe what you are planning to do in the month ahead.

Please provide highlights (quotes or stories) from your service that illustrate your impact on the organization that you serve, or on the local community.

Statistical Information

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UCAN Serve AmeriCorps

February 2012 Time Log

MEMBER NAME

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MONTH/YEAR

.....

SERVICE SITE

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W 2/1/2012				
TH 2/2/2012				
F 2/3/2012				
SA 2/4/2012				

WEEK 1 TOTAL HOURS				
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SU 2/5/2012				
M 2/6/2012				
T 2/7/2012				
W 2/8/2012				
TH 2/9/2012				
F 2/10/2012				
SA 2/11/2012				

WEEK 2 TOTAL HOURS				
--------------------	--	--	--	--

SU 2/12/2012				
M 2/13/2012				
T 2/14/2012				
W 2/15/2012				
TH 2/16/2012				
F 2/17/2012				
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WEEK 3 TOTAL HOURS				
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SU 2/19/2012				
M 2/20/2012				
T 2/21/2012				
W 2/22/2012				
TH 2/23/2012				
F 2/24/2012				
SA 2/25/2012				

WEEK 4 TOTAL HOURS				
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SU 2/26/2012				
M 2/27/2012				
T 2/28/2012				
W 2/29/2012				
TH				

WEEK 5 TOTAL HOURS				
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	Member Development	Fundraising	Direct Service	TOTAL
MONTH TOTAL				

MEMBER SIGNATURE: DATE:

SITE SUPERVISOR SIGNATURE: DATE:

UCAN Serve AmeriCorps

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UCAN Serve AmeriCorps

March 2012 Time Log

MEMBER NAME

MONTH/YEAR

SERVICE SITE



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TH 3/1/2012				
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SA 3/3/2012				
WEEK 1 TOTAL HOURS				
SU 3/4/2012				
M 3/5/2012				
T 3/6/2012				
W 3/7/2012				
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F 3/9/2012				
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SU 3/11/2012				
M 3/12/2012				
T 3/13/2012				
W 3/14/2012				
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F 3/16/2012				
SA 3/17/2012				
WEEK 3 TOTAL HOURS				
SU 3/18/2012				
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T 3/20/2012				
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SA 3/24/2012				
WEEK 4 TOTAL HOURS				
SU 3/25/2012				
M 3/26/2012				
T 3/27/2012				
W 3/28/2012				
TH 3/29/2012				
F 3/30/2012				
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WEEK 5 TOTAL HOURS				
MONTH TOTAL				
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April 2012 Time Log

MEMBER NAME

MONTH/YEAR

SERVICE SITE

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SU	4/1/2012			
M	4/2/2012			
T	4/3/2012			
W	4/4/2012			
TH	4/5/2012			
F	4/6/2012			
SA	4/7/2012			

WEEK 1 TOTAL HOURS				
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SU	4/8/2012			
M	4/9/2012			
T	4/10/2012			
W	4/11/2012			
TH	4/12/2012			
F	4/13/2012			
SA	4/14/2012			

WEEK 2 TOTAL HOURS				
--------------------	--	--	--	--

SU	4/15/2012			
M	4/16/2012			
T	4/17/2012			
W	4/18/2012			
TH	4/19/2012			
F	4/20/2012			
SA	4/21/2012			

WEEK 3 TOTAL HOURS				
--------------------	--	--	--	--

SU	4/22/2012			
M	4/23/2012			
T	4/24/2012			
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TH	4/26/2012			
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WEEK 4 TOTAL HOURS				
--------------------	--	--	--	--

SU	4/29/2012			
M	4/30/2012			
T				

WEEK 5 TOTAL HOURS				
--------------------	--	--	--	--

	Member Development	Fundraising	Direct Service	TOTAL
MONTH TOTAL				

MEMBER SIGNATURE: _____ DATE: _____

SITE SUPERVISOR SIGNATURE: _____ DATE: _____

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UCAN Serve AmeriCorps

Service Reflections Form

MEMBER NAME: MONTH/YEAR

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UCAN Serve AmeriCorps

May 2012 Time Log

MEMBER NAME

MONTH/YEAR

SERVICE SITE

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WEEK 1 TOTAL HOURS				
SU 5/6/2012				
M 5/7/2012				
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F 5/11/2012				
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WEEK 2 TOTAL HOURS				
SU 5/13/2012				
M 5/14/2012				
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TH				
WEEK 5 TOTAL HOURS				
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MONTH TOTAL				

MEMBER SIGNATURE: DATE:

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UCAN Serve AmeriCorps

June 2012 Time Log

MEMBER NAME

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MONTH/YEAR

.....

SERVICE SITE

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F 6/1/2012				
SA 6/2/2012				
WEEK 1 TOTAL HOURS				
SU 6/3/2012				
M 6/4/2012				
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W 6/6/2012				
TH 6/7/2012				
F 6/8/2012				
SA 6/9/2012				
WEEK 2 TOTAL HOURS				
SU 6/10/2012				
M 6/11/2012				
T 6/12/2012				
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W 6/20/2012				
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WEEK 4 TOTAL HOURS				
SU 6/24/2012				
M 6/25/2012				
T 6/26/2012				
W 6/27/2012				
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F 6/29/2012				
SA 6/30/2012				
WEEK 5 TOTAL HOURS				
				TOTAL
MONTH TOTAL				

MEMBER SIGNATURE: DATE:

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Service Reflections Form

MEMBER NAME: MONTH/YEAR

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UCAN Serve AmeriCorps

July 2012 Time Log

MEMBER NAME

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MONTH/YEAR

.....

SERVICE SITE

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- Professional development opportunities
- Research
- Workshops or conferences around your service themes

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SU	7/1/2012			
M	7/2/2012			
T	7/3/2012			
W	7/4/2012			
TH	7/5/2012			
F	7/6/2012			
SA	7/7/2012			

WEEK 1 TOTAL HOURS				
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SU	7/8/2012			
M	7/9/2012			
T	7/10/2012			
W	7/11/2012			
TH	7/12/2012			
F	7/13/2012			
SA	7/14/2012			

WEEK 2 TOTAL HOURS				
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SU	7/15/2012			
M	7/16/2012			
T	7/17/2012			
W	7/18/2012			
TH	7/19/2012			
F	7/20/2012			
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WEEK 3 TOTAL HOURS				
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SU	7/22/2012			
M	7/23/2012			
T	7/24/2012			
W	7/25/2012			
TH	7/26/2012			
F	7/27/2012			
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WEEK 4 TOTAL HOURS				
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SU	7/29/2012			
M	7/30/2012			
T	7/31/2012			

WEEK 5 TOTAL HOURS				
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	Member Development	Fundraising	Direct Service	TOTAL
MONTH TOTAL				

MEMBER SIGNATURE: DATE:

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UCAN Serve AmeriCorps

August 2012 Time Log

MEMBER NAME

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MONTH/YEAR

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SERVICE SITE

.....



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TH 8/2/2012				
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WEEK 1 TOTAL HOURS				
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SU 8/5/2012				
M 8/6/2012				
T 8/7/2012				
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WEEK 2 TOTAL HOURS				
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SU 8/26/2012				
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WEEK 5 TOTAL HOURS				
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MONTH TOTAL				

MEMBER SIGNATURE: DATE:

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