



Name: _____ Month: _____ Year: _____

Campus: _____ Service Site: _____

Directions:

1. Please type (preferred) or complete in ink
2. Site Supervisor and Member both must sign and date timelog within 30 days of last date if service for the month.
3. One timelog per service site, per month.
4. Round to the nearest half hour.
5. NO crossouts or whiteouts
6. Must have original signatures and dates

Please fill in the number of hours served for each day of this month

Numbers in the "Date" column should correspond to the day of the month (i.e. hours worked on May 1st would be next to the number 1 in the date column).

Days of the Month	Member Development (< 20%)	Fundraising (< 10%)	Direct Service (> 80%)
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
11th			
12th			
13th			
14th			
15th			
16th			
17th			
18th			
19th			
20th			
21st			
22nd			
23rd			
24th			
25th			
26th			
27th			
28th			
29th			
30th			
31st			
Sub-Total			
XXXXXXXXXX Total SIS Hours for month			

Volunteer Recruitment

How many **volunteers** did you recruit this month?

Students in Service Activities Hours

Please describe your **direct service** this month:

Please describe this month's **member development** activities; How did these activities relate to your service?

Did you participate in **fundraising** activities? Please describe.

Note: All timelogs must be signed and dated by both the SIS Member & the Site Supervisor **within 30 days** of the last day of service in that month (e.g. if the last date you served in the month of April was April 19th, the timelog must be signed and dated no later than May 19th).

SIS Member Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____