



Students in Service Monthly Timelog



Name: _____ Month: _____ Year: _____

Campus: _____ Service Site: _____

Directions for completing Timelog:

1. Complete timelog in ink.
2. Make sure Site Supervisor and Member both sign and date timelog within 30 days of end of the service month.
3. One timelog per service site, per month.
4. Round to the nearest half hour.
5. Timelogs should have no crossouts.
6. Timelogs must have original signatures.
7. Timelogs without dates will not be accepted.

Volunteer Recruitment

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

Students in Service Activities Hours

Please describe the **direct service** you did this month:

What **member development** activities did you do this month?
How did these activities relate to your service?

What **fundraising** activities did you do this month?

Note: All timelogs must be signed and dated by both the SIS Member & the Site Supervisor **within 30 days** of the end of the service month. (e.g. April timelog must be signed & dated no later than May 30; May timelog must be signed & dated by June 30, etc.)

Please fill in the number of hours for each day you served 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 Month	Member Dev/Training Hours	Fundraising Hours	Direct Service Hours
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-Totals			
← Total SIS Hours for month			

SIS Member Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____