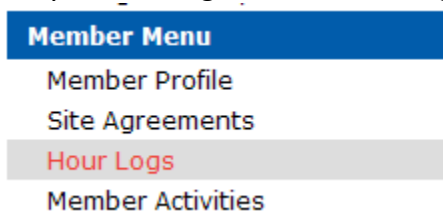


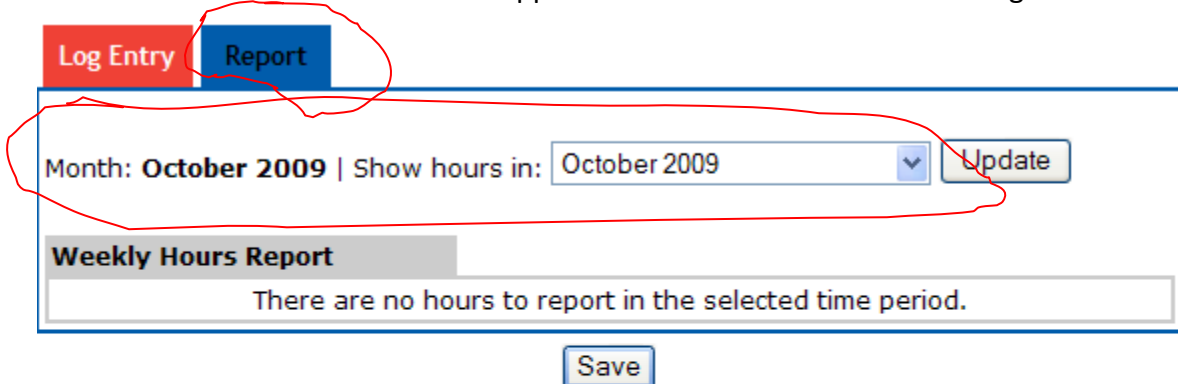
## Entering Member Activities

This information is a way of sharing with your Campus Coordinator what you are doing at your service site. It is needed to validate the work being done at the site and to assure that you are staying within the parameters set by AmeriCorps and abiding by the description in the Site Agreement that you submitted with your enrollment paperwork.

1. In My Service Log choose “Hour Logs” under the *Member Menu* bar



2. Be sure that the correct month, year and student are listed in the two drop down boxes found in the gray bar at the top of the screen
3. Choose the “Report” tab
  - a. This is the same tab used to approve hours from a student’s time log



4. List a brief summary of your activities for the month in this box
  - a. It does not have to be day by day, merely a once a month summary
5. When finished, click “submit”
6. This will not appear on the paper time log that is submitted. Your Campus Coordinator will check it when approving your hours for the month.