TIME LOG

Remember: Only one month per time log!

Calculating Hours: (by the quarter hour)
1-15 minutes = .25
16-30 minutes = .50
31-45 minutes = .75
46-60 minutes = next hour

Examples: 3 hours and 10 minutes = 3.25
5 hours and 54 minutes = 6 hours

Member Name: **Month:**

Service Site: **Campus:**

* **Member Development/training** activities are indirect activities that are instructional and support your ability to serve effectively. Only 20% or 60 hours of the total 300 can be Member Development. ****Fundraising** activities can only be 10% or 30 of the total 300 hours. Fundraising activities must provide immediate and direct support to a specific and direct service activity. See list of approved activities on the NC-ACTS! website.

Date	*Member Development/ Training	Direct Service	**Fundraising	TOTAL	Weekly Member Activities (Briefly describe your service activities for the week.)
Week 1 Total					
Week 2 Total					
Week 3 Total					
Week 4 Total					
Week 5 Total					
MONTH TOTAL					

NC-ACTS! Member Signature (required): **Date:**

Site Supervisor Signature (required): **Date:**