AMERICORPS MEMBER WEEKLY SERVICE LOG
Corrections made by AmeriCorps Staff will be indicated in RED INK.

Name: _____ **Site:** _____ **Dates: Start:** _____ **End:** _____

Sunday, _____	Monday, _____	Tuesday, _____	Wednesday, _____	Thursday, _____	Friday, _____	Saturday, _____	**Total Hrs to Date**
In _____	In _____	In _____	In _____	In _____	In _____	In _____	
Out _____	Out _____	Out _____	Out _____	Out _____	Out _____	Out _____	
							Total Hours This Week
							Total Hours
Serv Hrs. _____	**Serv Hrs.** _____	**Serv Hrs.** _____	**Serv Hrs.** _____	**Serv Hrs.** _____	**Serv Hrs.** _____	**Serv Hrs.** _____	
Fund Hrs. _____	**Fund Hrs.** _____	**Fund Hrs.** _____	**Fund Hrs.** _____	**Fund Hrs.** _____	**Fund Hrs.** _____	**Fund Hrs.** _____	
Train Hrs. _____	**Train Hrs.**	**Train Hrs.**	**Train Hrs.** _____	**Train Hrs.** _____	**Train Hrs.** _____	**Train Hrs.** _____	
Total Hrs _____	**Total Hrs** _____	**Total Hrs** _____	**Total Hrs** _____	**Total Hrs** _____	**Total Hrs** _____	**Total Hrs** _____	

Member Signature: _____   *Site Signature:* _____   Notes:

Service Log - updated
*FUND Hrs = Fundraising hours
2008

Service Log Instructions:

1.   Complete service log daily.
2.   Use the fractions below for tracking hours:

15 minutes = .25   45 minutes = .75
30 minutes = .50   on the hour = .00

3.   Lunch breaks do not count as service hours, so complete the form accordingly.
4.   Check math to make sure hours are added properly. Your service log will be sent back to you for corrections if there are mathematical errors found; thi
this could delay your living allowance check.
5.   All service logs must be signed and dated by member and site supervisor. Your service log will be sent back to you for completion
if this information is missing;
6.   Sites must maintain a file with the original service logs.