



AmeriCorps Member Service Log

Name _____

Service for the week(s) of _____

Date	Location	Total Hours	Activity Hours		
			Fund Raising	Direct Service	Training

Member Signature

Date

Site Supervisor Signature

Date

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; 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; this could delay your living allowance check.
6. Sites must maintain a file with the original service logs.