

ABC Non-Profit * 1234 United Blvd., Dallas, TX 75555
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For program administration use only:

Hours entered into OnCorps on: _____

Member Name: A. Mary Corps
Title: AMC Member
Department: Service Program

Project Name: Happy Kids After School Program
Pay Period: 6/21/10 to 7/4/10
Supervisor: Len S. Americus

Member Service Log											
Day	Dates	Morning Hours			Afternoon Hours			Total Hours	Total Activity Hours		
		In	Out	# of Hours	In	Out	# of Hours		Direct Service	Training	Fund-raising
Monday	6.21.10	8:00	12:00	4	1:00	5:00	4	8			8
Tuesday	6.22.10	8:00	12:00	4	1:00	2:00	1	5		5	
Wednesday	6.23.10	8:00	12:00	4	1:00	5:00	4	8	8		
Thursday	6.24.10	8:00	12:00	4	1:00	8:00	7	11	11		
Friday	6.25.10	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	6.26.10										
Sunday	6.27.10										
Monday	6.28.10	9:00	12:00	3	1:00	5:00	4	7		7	
Tuesday	6.29.10	8:00	12:00	4	1:00	3:00	2	6	6		
Wednesday	6.30.10	8:00	12:00	4	1:00	5:00	4	8	8		
Thursday	7.1.10	8:00	12:00	4	1:00	5:00	4	8	8		
Friday	7.2.10	8:00	12:00	4	1:00	4:00	3	7	7		
Saturday	7.3.10										
Sunday	7.4.10										
Total Hours:								75	55	12	8

By signing below, I hereby attest that the time recorded on this time sheet is true and accurate to the best of my knowledge.

Member Signature

Date

Supervisor's Signature

Date

Member Service Log Instructions:

1. Complete service log on a daily basis, noting activity type for all time.
2. Track hours in 15-minute increments, using these fractions:
1 - 15 minutes = .25 ~ 16 - 30 minutes = .50 ~ 31 - 45 minutes = .75 ~ 46 - 60 minutes = 1.00
3. Lunch breaks should not count as service hours unless the lunch hour includes structured activities like speakers and trainings.
4. Check math to make sure hours are added properly.
5. All service logs must be signed and dated by **BOTH** member and supervisor.
Your service log will be sent back to you for completion if this information is missing.
6. Member must submit timesheet to his/her supervisor by the last day of the pay period.
7. Sign timesheets with ink pen only (not pencil or erasable pen).
8. Do not use "White Out" to correct mistakes. Line through the error, write in the correct number, and initial the correction.

TRAINER'S NOTE: Electronic timesheets are allowed when a grantee (1) has an established, written policy establishing the use of electronic timekeeping sy:
(2) has a secure, verifiable electronic signature system that a) identifies and authenticates a particular person as the source of the electronic signature,
and b) indicates such person's approval of the time; and (3) does not allow changes to the electronic record once appropriate electronic signatures
have been applied unless there is a clear, auditable record of the revision.