


# Example member Timesheet



## AmeriCorps

### Member Service Log

I, \_\_\_\_\_,  
accompanied this member during the following  
dates \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Signature    Date

Name \_\_\_\_\_

Service for the week(s) of \_\_\_\_\_

Date	Activity Code	Location	Morning Hours			Afternoon Hours			Total Hours	Activity Hours		
			Time In	Time Out	# of Hours	Time In	Time Out	# of Hours		Fund Raising	Training	Direct Service
Total Hours												

\_\_\_\_\_  
Member Signature    Date

\_\_\_\_\_  
Site Supervisor Signature    Date

Accompaniment information must be completed for ALL members who have not received one of the background check results back (FBI or Illinois)

- MUST breakdown all hours as Fundraising, Training or Direct Service
- Cannot alter timesheet after it has been submitted, requires corrected timesheet to be submitted
- No whiteout is accepted, this is a legal timekeeping document
- Must use pen