

AmeriCorps Service Hour Record - EXAMPLE

Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
1	No Hours Served	0	0	0	
2	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
3	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
4	Individual/Group/Family Therapy	0	6	0	6
5	Individual/Group/Family Therapy	0	7	0	7
6	No Hours Served	0	0	0	
7	No Hours Served	0	0	0	
8	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.75
Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
9	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
10	Individual/Group/Family Therapy	0	6	0	6
11	Individual/Group/Family Therapy	0	6.5	0	6.5
12	Volunteer Recruitment/Coordination/Management Individual/Group/Family Therapy	0	7.5	0	7.5
13	No Hours Served	0	0	0	
14	No Hours Served	0	0	0	
15	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
16	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
17	Individual/Group/Family Therapy	0	8	0	8
18	Individual/Group/Family Therapy	0	6.5	0	6.5
19	Individual/Group/Family Therapy Documentation	0	6.25	0	6.25
20	No Hours Served	0	0	0	
21	No Hours Served	0	0	0	
22	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
23	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
24	Individual/Group/Family Therapy	0	6	0	6
Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
25	Individual/Group/Family Therapy	0	6	0	6
26	Individual/Group/Family Therapy	0	6.5	0	6.5
27	No Hours Served	0	0	0	
28	No Hours Served	0	0	0	
29	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
30	Member Development/Training Individual/Group/Family Therapy	1	5.5	0	6.5
31					
	Totals	10	127.5		137.5

Check all
 *Uncheck all
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- Member Development/Training
- Volunteer Recruitment/Coordination/Management**
- No Hours Served
- Individual/Group/Family Therapy
- Teaching
- Documentation

Click on each day to choose the day's activities from the list. Select all that apply. **Be sure to scroll down to see all options!**

Member Development/Training – (member development) – class related to major, conference attendance
Recruitment/Coordination/Management – (direct service) -- mobilizing volunteers
No Hours Served
Individual/Group/Family Therapy -- (direct service) – therapy (including client prep time), leading a group, assessment
Teaching -- (direct service) – teaching a class or skill
Documentation – (direct service) -- paperwork, case notes, supervision

Time rounded to the nearest quarter hour
 Ex. 0.25, 0.5, 0.75, 1

Day of the month
 Ex. Sept 25th

 Each day of the month needs to be accounted for whether you served that day or not.

 Since there are only 30 days in September, leave the "31" empty.