

Young Adult Service Corps (YASC)
Monthly Time Sheet

Member Name: _____ Month: _____
 Service Site: _____

Due by the 7th of the following month - Keep a copy for your records
 Mail to: JMGF 931 North Last Chance Gulch, Suite 2 Helena, MT 59601

Day of Month	Direct Service	Member Develop	Fundraising
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total:			

Total hours logged this month: _____

Detailed Description of Activities
Description of Direct Service Activities:
Description of Member Development Activities:
Description of Fundraising Activities:
Community Volunteers recruited:
Name:
Hours volunteered this month:
Description of Service:
Name:
Hours volunteered this month:
Description of Service:

In-Kind Hours Contributed; Describe Below	
Site Supervisor	School Staff
# of In-kind Hours:	# of In-kind Hours:
Orientation	Orientation
Training	Training
Support	Support
Service Activities	Service Activities
Travel	Travel
Volunteers	Volunteers
Other	Other

Member Signature: _____ Date: __/__/____

Supervisor Signature: _____ Date: __/__/____

Please enter your service hours in the appropriate boxes & in 15 minute increments.
Time Logs MUST be completed, signed and dated in PEN! Initial any scribbles & corrections, thank you!