



**TELL ME A STORY**

**Record of Service Hours**

Members are requested to keep an up-to-date record of their total service hours, absences and tardies in their Member Workbook at all times. NOTE: Members are expected to perform an average of 35 hours of service per week -- never more than 40 hours per week. Alternate service activities must be pre-approved by the program. In addition to program listed holidays, Members also receive 10 excused absences and 3 excused tardies. Members are responsible for completing their 1700 hours of service within the 52 weeks of the program contract.

Member Name:	Site:
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Week #	Direct Service	Member Training	Alternate Service	Days Absent	Days Tardy	TOTAL HOURS	
1							<p><b>INSTRUCTIONS:</b></p> <p>1. Fill out form weekly.</p> <p>2. Use the fractions allowed:</p> <p>15 minutes = .25</p> <p>30 minutes = .50</p> <p>45 minutes = .75</p> <p>on the hour = .00</p> <p>3. Keep track of absences and all tardies. Members have 10 excused absences and 3 excused tardies only.</p> <p>All additional absences and tardies are unexcused and subject to Member File Report process.</p> <p>Members are scheduled to serve 35 hours per week.</p> <p>Members may NEVER serve more than 40 hours per week.</p>
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<b>Mid-Year TOTAL</b>							

SAMPLE

Member Name:	Site:
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Week #	Direct Service	Member Training	Alternate Service	Days Absent	Days Tardy	TOTAL HOURS	
25							<p><b>INSTRUCTIONS:</b></p> <p>1. Fill out form weekly.</p> <p>2. Use the fractions allowed:  15 minutes = .25  30 minutes = .50  45 minutes = .75  on tie hour = .00</p> <p>3. Keep track of absences and all tardies. Members have 10 excused absences and 3 excused tardies only. All additional absences and tardies are unexcused and subject to Member File Report process.</p> <p>Members are scheduled to serve 35 hours per week. Members may NEVER serve more than 40 hours per week.</p>
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<b>GRAND TOTAL</b>							

SAMPLE