



PCEI EAP Monthly Time Log



Purpose: This form is for Corporation for National and Community Service audit purposes and must be accurate and complete.

- Directions:**
1. Please complete one-two lines per day. Document your service and development hours, your activities and your accomplishments for the day. Enter service and development hours on separate lines, even if performed on the same day.
 2. Check that the hour totals and activity descriptions are complete and accurate.
 3. At the end of the service month review the log with your supervisor. Make sure that you have both signed the time log.
 4. Attach any additional documentation and submit the log to PCEI.

PCEI Release of Liability / Assumption of Risk / Photo Release / Confidentiality

I am aware that participation in this project may include activities that have the potential to cause bodily injury. I am further aware that volunteering on this project may place me in danger of bodily injury to myself through these activities. I am aware that **this project provides no volunteer liability or medical insurance covering me in case of an accident.** I acknowledge all potential risks involved. I acknowledge that I have a right to refuse to do any of the tasks asked of me and I am responsible for all of the activities that I choose to do. Under no circumstances will I hold the Palouse-Clearwater Environmental Institute responsible for any and all injuries, whether foreseen or unforeseen, obtained by working on this project. I also release the Palouse-Clearwater Environmental Institute the ability to use a **photograph** of me to advertise for their organization. As a long-term volunteer I recognize that I will be working with **confidential information**, and I will not disclose any information that I am exposed to in the workplace.

*My signature acknowledges that I have read the release of liability and assumption of risks. I sign voluntarily and realize I am limiting legal rights, which may have otherwise been afforded me.

Member Name:	Sponsor Site: Palouse-Clearwater Envi. Institute
Member <u>Signature</u> & <u>Date</u>:	Month Reported:
	PCEI Coordinator Signature & Date:

Date	Site Location	PCEI Job Code	Service hours	Fund-raising (service)	Dev. Hours	Daily Total	Description of Activities for the Day	Site Supervisor <u>Signature</u> & <u>DATE</u>
<i>Example</i> 3/21/06	PCEI Rodeo	OROD	6	0	2	8	S: Planted 20 trees with Ptld. Pks & Rec. and attended a 2 hour training on plant i.d. D: Resume (see attached)	Courtney Rush 6/7/2006
							S: D:	
							S: D:	
							S: D:	

Service hours: Any direct service and/or fundraising for specific projects counts as service.
Development: Development Hours consist of Core Development (hours spent w/AmeriCorps staff) & Individual Development (personal growth oppor.)

Development Hours Documentation for PCEI/EAP Time Log:

Complete the following for any development hours recorded for this month and attach a copy of agenda, flyer, etc.

Please check one:	Please check one:	Please check one:
<input type="checkbox"/> Attended or conducted a workshop, training or class <input type="checkbox"/> Job Shadow <input type="checkbox"/> Resume or cover letter	<input type="checkbox"/> Attended or conducted a workshop, training or class <input type="checkbox"/> Job Shadow <input type="checkbox"/> Resume or cover letter	<input type="checkbox"/> Attended or conducted a workshop, training or class <input type="checkbox"/> Job Shadow <input type="checkbox"/> Resume or cover letter
Date or dates of activity: _____	Date or dates of activity: _____	Date or dates of activity: _____
Organization sponsoring activity: _____	Organization sponsoring activity: _____	Organization sponsoring activity: _____
Organization phone #: _____	Organization phone #: _____	Organization phone #: _____
Activity facilitator or coordinator: _____	Activity facilitator or coordinator: _____	Activity facilitator or coordinator: _____

Unique successes, outstanding stories, and additional accomplishments that occurred during this month:

This is your chance to share the successes of your project. Palouse-Clearwater Environmental Institute collects your success stories and includes them in progress reports, web pages, flyers, brochures etc. Your successes, big and small, help to document the outstanding service that PCEI provides to Idaho communities through our members and project partners. Please attach an additional sheet of paper if necessary.

Challenges you experienced this month:

Media coverage related to your project: Please let us know if you receive any media coverage! Many times AmeriCorps members and their projects are featured in the media. One way that we demonstrate to CNCS, other funding sources, project sponsors and prospective members that PCEI is a worthwhile program is by sharing any media coverage we receive. Media coverage includes local and regional newspapers, your organization's newsletter, television, radio, etc. If possible, include clippings of the media coverage with your time log. Consider keeping a copy for your records, too.

