

## COMPLETING YOUR WOLVERINE GUARD TIME LOG FORM/S

To assist applicants in completing their forms accurately, we have put together a brief overview of the time log requirements. Please review both pages of this document before submitting your application.

It is important to complete the time log forms correctly to save time and effort for both you and the Wolverine Guard (WG) Co-Chairs.

Be sure to fill out all the fields as indicated on the WG time log form:

**BHS PTSA Wolverine Guard Award for Community Service**

**TIME LOG FORM**

STUDENT NAME: \_\_\_\_\_

CLASS OF: \_\_\_\_\_ STUDENT ID NUMBER: \_\_\_\_\_

**COMMUNITY SERVICE INFORMATION**

ORGANIZATION: INSERT NAME OF ORGANIZATION YOU ARE VOLUNTEERING WITH HERE \_\_\_\_\_

ADDRESS: ADDRESS OF LOCATION WHERE YOU VOLUNTEERED OR MAIN ADDRESS OF VOLUNTEER ORGANIZATION \_\_\_\_\_

VOLUNTEER COORDINATOR NAME: PERSON WHO SUPERVISED YOUR WORK OR THE ORGANIZATION'S VOLUNTEER COORDINATOR \_\_\_\_\_

PHONE: PLEASE INCLUDE IF AVAILABLE \_\_\_\_\_ EMAIL: PLEASE ENSURE EMAIL CONTACT IS INCLUDED \_\_\_\_\_

DATE	TIME	RESPONSIBILITIES/DUTIES	HOURS
MM/DD/YYYY	HH:MM-HH:MM		
<small>Day you volunteered</small>	<small>Hours that you volunteered</small>	<small>Insert the work/activities that you undertook during this shift</small>	<small>Total for day</small>
eg. 07/11/2024	eg. 11.00am-3.00pm	eg. Helped pack food bags for distribution to foodbanks	eg. 4 hours
eg. 7/12/2024	eg. 10am-12pm	eg. sorted donated items into sizes	eg. 2 hours
eg. 7/13/2024	eg. 1.00-4.30pm	eg. helped prepare and serve food at shelter, helped clean up	eg.3.5 hours
<b>TOTAL HOURS VOLUNTEERED AT THIS ORGANIZATION:</b>			eg 9.5 HOURS

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN PRINTED NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

By signing below, the volunteer coordinator certifies that the above student performed the indicated number of hours in a spirit of community service and without monetary compensation.

VOLUNTEER COORDINATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Ensure you complete a time log form for every shift worked at the volunteer organization.
2. If you volunteer at multiple organizations throughout the year, make sure to complete a separate form for each one.
3. If you work multiple shifts for the *same* organization, even if they are weeks apart, you can use the same form to record all your shifts. You can also start a new form if you prefer. IF YOU NEED MORE SPACE, please continue on a NEW FORM. Each form must be signed by the volunteer coordinator at the bottom before submission.

4. If you volunteer multiple days in a week or month at the *same* organization, you **MUST COMPLETE THE LOG FOR EACH DAY**, including the date, hours worked, and the tasks completed. Do not submit a timesheet with a single entry for your entire 100 hours of service. Such a submission will not be accepted and will be returned for correction.

For example:

The following time log form has not been filled out properly to show the times worked and the responsibilities and duties performed:



DATE MM/DD/YYYY	TIME HH:MM-HH:MM	RESPONSIBILITIES/DUTIES	HOURS
06/10/2024-07/10/2024		Assisted with summer camps	100

The following time log form is the correct way to complete times worked as well as duties and responsibilities that were undertaken:



DATE MM/DD/YYYY	TIME HH:MM-HH:MM	RESPONSIBILITIES/DUTIES	HOURS
06/10/2024	8.30-3.30	Volunteer counselor. Supervising K-7 campers, activities and helping Camp Directors.	7
06/11/2024	9.00-3.30	Volunteer counselor. Supervising K-7 campers, activities and helping Camp Directors.	6.5
06/12/2024	8.30-3.30	Volunteer counselor. Helping set up camp for overnight campout.	7
06/12/2024	8.30-4.00	Volunteer counselor. Supervising K-7 campers, activities and helping Camp Directors.	7.5
06/13/2024	8.30-5.00	Volunteer counselor. Setting up and running games for day, and dismantling camp.	8.5

5. It is recommended you take your WG time log sheet with you to have it signed by the volunteer coordinator at the time you complete your shift.

Please note, e-signatures, like the one below will not be accepted on time log forms or applications.



6. To ensure fairness to all applicants and to uphold the standard of the WG requirements, WG does check organizations and hours on all applications.

If you have any questions about any of the above or the Wolverine Guard requirements or application process please email [wolverineguard@bellevuehighpts.com](mailto:wolverineguard@bellevuehighpts.com)