

MONTHLY SERVICE TIME SHEET



Completed by each affiliated chapter member monthly.

How this benefits you:

- Tracks valuable information for scholarships, resumes, and job applications
- Enhances the support available to your **SkillsUSA** Chapter at the local and state levels
- Teaches valuable work-place skills including organizing, tracking and reporting information

Types of activities:

Type	Definition	Examples
Direct service	Activities that <u>require you to have personal contact with people</u>	Working with the elderly, reading to small children, etc.
Indirect experience	Your <u>work behind the scenes to channel resources</u> to the project rather than working directly with an individual who may need the service	Collecting food for the food bank, cleaning a community park, etc.
Advocacy	Service experience that requires you to <u>lend your voice and talents</u> to the effort to eliminate the causes of a specific problem and make the public aware of the program	Distributing literature, conducting presentations, etc.
Leadership	Roles you serve in that <u>supports your chapters programming</u> - Any leadership resulting from service activities should be counted in the service category	Time spent performing chapter officer duties, committee work, etc.
Fundraising for chapter operations	Fundraising that support chapter operations <u>only</u> - Fundraising for other organizations is indirect service	Concession stands, product sales, etc.
Work experience	<u>Work you do that builds your human capital and prepares you for a future career</u> ; this can be work for pay or unpaid	Job shadows, internships, attending professional conferences, entrepreneurship (including running a SkillsUSA business)

Directions: Document details any activities you, as an affiliated **SkillsUSA** member, completes that relate to service or the development of skills required in the workforce.

1. What I did section:
 - a. Indicate the day of the month (per row), provide a brief description of what you did. This includes activities you complete individually or in conjunction with your **SkillsUSA** chapter.
2. Type of activity section:
 - a. Record the number of hours spent on that activity. Track all time spent on the activity including research, meetings, preparation and the actual event.
 - b. An activity may have more than one type of activity. If that occurs, split the total number of hours between the different types of activities.
3. School activity section:
 - a. Indicate if the activity was conducted by you or your **SkillsUSA** chapter only or if it was conducted in partnership with another school organization. If so, indicate what organization in the notes column.

MONTHLY CHAPTER SERVICE REPORT



Completed Monthly by a Chapter Officer or the Chapter Adviser.

How this benefits your chapter:

- Tracks incredible data that can be used to promote your program and support fundraising efforts
- Essential to Montana SkillsUSA ability to earn ongoing funding to provide program support
- Makes your chapter eligible for state-level awards
- Use the information to offer school awards

Directions:

Monthly time sheets should be completed by each affiliated member.

- Tip: have chapter members complete their time sheet on an ongoing basis for more accurate and comprehensive data.
- Tip: have time sheets stored in one centralized location to be easily accessible.

A chapter service report is due the 1st of every month. This is all of the individual time sheets compiled into one comprehensive report.

- Tip: have a Chapter officer responsible for compiling the data.

Report must be submitted electronically using Survey Monkey: <https://www.surveymonkey.com/s/MonthlyServiceReport>

Note: We are only tracking affiliated SkillsUSA members. If an individual is benefiting and participating in SkillsUSA, they should be an affiliated member.

What to report:

Chapter name:

Name of individual submitting the report:

Title/office:

Month (October 1 – June 1):

Total number of affiliated members:

Total number of affiliated members reporting for this time period:

Total number of chapter activity hours per category:

- Direct service
- Indirect service
- Advocacy
- Leadership
- Fundraising
- Work experience

Of the total number of hours, how many were conducted as:

- SkillsUSA only activities
- In partnership with another CTSO
- In partnership with another school organization

Describe any chapter activities (such as a fundraiser, event, etc) that the chapter completed this month.

Optional: Submit a chapter photo.

Due online the 1st of every month.