

Fellow Hours Tracker - SAMPLE WORKING 12 HRS AT COMMUNITY HOST SITE

Fellow Name **FINN PIAZZA**

Start Date **8/21/23**

End Date **5/19/24**

Number of weeks off for break **6** break accounts for 11/20-25 recess; 12/18/23-1/28/24 winter break

This section automatically calculates

Hours Logged To Date		Hours Remaining	
Total (Approved + Pending)	450	Total	0
Service	360	Service	0
Training	90	Training	0

This section automatically calculates

Progress			
Total number of hours needed to reach 450	0	Total weeks in service term:	33
Average hours per week needed to reach 450:	0	Average hours needed per timesheet period:	0

Timesheet Period		Enter data in this section			Automatically calculates	Enter data in this section		Automatically calculates
		Service Hours				Training Hours		
Start	End	Hours at Primary Host Site	Extra Service Hours	Extra Service Location	Total Service Hours	Training hours	Training Details	Timesheet Total
7/17/23	7/30/23				0			0
7/31/23	8/13/23				0			0
8/14/23	8/27/23	0	0		0	10	SFSU onboarding; 8/25 event	10
8/28/23	9/10/23	12	0		12	12	Host Site onboarding + A U 500	24
9/11/23	9/24/23	24	0		24	2	A U 500	26
9/25/23	10/8/23	24	0		24	4	A U 500	28
10/9/23	10/22/23	24	0		24	4	A U 500	28
10/23/23	11/5/23	24	0		24	4	A U 500	28
11/6/23	11/19/23	24	0		24	4	A U 500	28
11/20/23	12/3/23	12	0		12	4	A U 500	16
12/4/23	12/17/23	24	0		24	4	A U 500	28
12/18/23	12/31/23	12	0		12	0		12
1/1/24	1/14/24	0	0		0	0		0
1/15/24	1/28/24	0	0		0	0		0
1/29/24	2/11/24	24	0		24	4	A U 500	28
2/12/24	2/25/24	24	0		24	4	A U 500	28
2/26/24	3/10/24	24	0		24	11	AU 500 + CV Mid Yr. Wkshop (7 hrs)	35
3/11/24	3/24/24	24	0		24	4	A U 500	28
3/25/24	4/7/24	12	0		12	2	A U 500	14
4/8/24	4/21/24	24	0		24	4	A U 500	28
4/22/24	5/5/24	24	0		24	4	A U 500	28
5/6/24	5/19/24	24	0		24		Accounting A U 500 for these 2 weeks + 5 hours throughout 9 year 1:1 with CC staff	33
5/20/24	6/2/24				0			0
6/3/24	6/16/24				0			0
6/17/24	6/30/24				0			0
7/1/24	7/14/24				0			0
7/15/24	7/28/24				0			0
7/29/24	8/11/24				0			0

Notes

This sample PDF accounts for completing that 12-hour minimum at the host site with having all fall recess, winter, and spring breaks in mind, getting exactly 450 hours. Also, this accounts for Fellows completing all 90 hours of training (includes A U 500, 1:1 with CC staff, and CV Mid-Year Workshop. If not, all 90 hours of training are not done, Fellows will have to make this up with service hours to reach the goal of 450 hours.

If Fellows have the flexibility to work one week before spring 2024 starts, increase hours here and there, at their host site, or attend available SF State service opportunities, this will provide more cushion, if needed.

Fellows will have opportunities to work service hours with SF State ICCE/College Corps through events such as the 12/15/23 OMI Toy Drive and the April 2024 STEM Frnzzy.