Week	Day and Date	Hours	Day and Date	Hours	Day and Date	Hours	Day and Date	Hours	Day and Date	Total Weekly	Cumulative Total
	Example		OR 8/14	4	Mon. 9/10	8	Wed. 9/12	8		20	20
1	OR 8/27	4	Tues. 9/4	8	Th. 9/6	8				20	20
2	Tues. 09/11	8	Th. 9/13	8						16	36
3	Tues. 09/18	8	Th. 9/20	8						16	52
4											
5			Easy to see you're in field Tues. & Thur.								
6											
7											
8											

This identifies the week in field.

#1 is your first week in field & should only show hours for that week.

Easy to identify Hrs. completed each week & total hours

DO NOT ENTER TOTAL HOURS