

## Activity Log Instructions

ANY and ALL activities are documented on the activity log. It is easiest to fill out your activity log during the month or record using any notes you have taken.

\*\*A few things to remember:

- The activity log functions best, if items are listed in chronological order.
- Total your hours for all activities.
- Travel time is not counted as case or non-case hours. It is counted in our computer system, so please list it with your activity (Do not count it as the time you spent visiting with your child).

## Contact Type

- Education Advocacy- Any contact with teachers school counselors, principal etc.
- Medical Advocacy – Any Contact with doctors, nurses or hospital staff. This also includes mental health including therapists, counselors, etc.
- Contact to Child/Foster Family/Relatives – Includes any contact made to the child, their placement, family-including parents, grandparents, etc. Phone, text, card, etc.
- Visits to Child/Foster Family/Relatives – Face to face (FTF) visits with the child(ren), foster family, or relatives.
- Contact with Caseworker – Contact made with CD Caseworker via phone, text, email or FTF
- Supervision with CASA Staff – Time spent with CASA staff (email, phone, text, FTF) directly related to your case, this does **NOT** include time spent in in-service trainings or meetings, or misc time with staff.
- Documentation (related to Direct Services) – This portion for documentation includes all documentation **EXCEPT COURT REPORTS**. Any time spent writing notes, recording information on activity logs, or elsewhere needs to be documented. **PLEASE REMEMBER TO DOCUMENT AND TO WRITE DOWN YOUR TIME FOR DOCUMENTING** (This is something that is rarely on timesheets and Activity Logs that we need recorded).
- Training – Time includes in-service trainings, conferences, webinars or other trainings.
- Legal Advocacy – Any contact with all legal representatives. Guardian Ad Litem, Judge, DJO, state’s attorney, parents’ attorney etc.
- Court Room Advocacy – ANY time spent in the court room advocating for a child.
- Court Reports – This section is **ONLY** for time spent on court report writing.
- Fundraising – Any time involved in outside fundraisers.
- Board Business – Some of our volunteers are also board members, this section is for any time spent allocated to business of the board.
- Recruitment – Any time involved in the recruitment of volunteers. (Board members – recruitment for new board members should be recorded under Board Business.)