

## SAMPLE TIME LOG

### Girl Scouts of Greater Los Angeles

The Silver Award Project should take a time commitment of 50 hours, at the minimum.  
Log all the time spent on your project. This log must be submitted along with your Final Report Form.

DATE	ACTIVITY	START TIME	END TIME	TOTAL # OF HRS.
Nov 23	Research/Bag Design <i>Researched possible places online to purchase the bags, information about plastic bags the environment, designed a possible bag choice.</i>	3:00pm	6:30pm	3 ½
Nov 25	Presentation of Research to Group <i>Presented and discussed research gathered by all girls, looked at bag designs.</i>	4:30pm	6:30pm	2
Dec 9	Deciding on the bag, presenting information <i>Voted on bag designs, shared more information on plastic bags and their impact.</i>	4:00pm	5:00pm	1
Jan 13	Making YouTube video, Facebook <i>Created informational YouTube video about plastic bags and their negative impact on the environment and advertised the event. Created a database of 75 Palisades merchants, Created a Facebook group and event to help promote the event.</i>	10:00am	6:00pm	8
Jan 13	Discussed and agreed on bag cost <i>Discussed logistics of bags (number of bags to order, color, size, design, cost, and website).</i>	6:00pm	8:00pm	2
Jan 21	Preparation of speeches <i>Shared YouTube videos, folded brochures, practiced speeches for merchants.</i>	4:00pm	6:00pm	2
Jan 23	Spoke at Chamber of Commerce mixer <i>Spoke at the Spectrum Club about the event to 50 different merchants at a monthly mixer.</i>	7:30pm	8:30pm	1
Jan 24	Palisades Greening Committee Meeting <i>Spoke in front of representatives from 8 different Palisadian schools about event.</i>	7:00pm	8:00pm	1
Jan 25	Created newspaper article, spoke to Editor <i>Created newspaper article to be placed in the Palisadian Post, spoke to Features Editor, Sue Pasco about event and getting the article placed.</i>	1:00pm	4:00pm	3
Jan 27	Meeting <i>Assigned places of worship to speak at, worked on speeches, shared information</i>	4:00pm	6:00pm	2
Feb 2	Preparing how to train Jr. Scouts <i>Created program to train Junior Girl Scouts and make helpful fact sheet for day of event.</i>	10:00am	12:00pm	2
Feb 2	Folded brochures & trained girls <i>Through the skits and games, explained to younger Scouts how to react to a variety of situations such as a busy customer, a confused one, a rude one. Folded brochures.</i>	1:00pm	3:30pm	2 ½
Feb 3	Spoke to Palisades Presbyterian Church <i>Spoke at 9am service and 10:30am service about project and how to help.</i>	9:00am	11:00am	2
Feb 4	Spoke to Palisades Elementary <i>Spoke at Palisades Elementary morning assembly about plastic bags and the event.</i>	9:00am	10:30am	1½
Feb 4	Talked to merchants about the event <i>Spoke to Green Tea, Boca, Rumours, Ivy Greene, Chefmakers, and Andana about plastic bags, the event, and hanging a sign in their window.</i>	4:00pm	6:00pm	2
Feb 9	Education and Bag Day 1 <i>Handed out bags in front of Ralphs and CVS. Educated customers about the harmful effects of plastic bags.</i>	9:00am	5:00pm	8
Feb 10	Education and Bag Day 2 <i>Handed out bags in front of the Farmers Market, CVS and the Village Greene. Educated customers about the harmful effects of plastic bags and the damage that they cause to the environment.</i>	10:00am	5:00pm	7

TOTAL HOURS ON PAGE: 50.5 HRS.

**\*\*Parts of this are an actual time log submitted by a girl. It is a good example of what a time log should look like.\*\***