

# Ridge Side Cooperative

## CO-OP MEMBER MONTHLY WORK LOG

The co-op member work requirement is a minimum of five hours each calendar month.

Each member needs to send in a log of their co-op work each month to the co-op's workhour coordinator by the tenth of the following month, as the workhour coordinator will prepare a report for the next monthly co-op meeting. You can use this form or any other method you prefer, as long as you provide the same pieces of info as is shown below.

If you miss the tenth of the month deadline, in order to have your hours counted, you will need to get a motion passed approving their inclusion at the next co-op board meeting.

YEAR: \_\_\_\_\_

MONTH: \_\_\_\_\_

Describe Task/Activity (if necessary, use second sheet)	Date Work Was Performed	Hours/Minutes Spent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL: \_\_\_\_\_

Remember to turn in your worklog for each month to the Workhour Coordinator by the 10<sup>th</sup> of the following month.