

**Sample 22 PROGRAM LOG**

**PROGRAM LOG**

**INTENT**

\_\_\_\_\_ Division

Volunteers are to use this log to note matters of importance related to their activity.

Items for notation should include:

- concerns directed to volunteers by youth members, parents or community agencies;
- behaviour incidents that would not be viewed as normal; or unusual activity.

Be sure to include full names. The Divisional Superintendent should review the matter with the Youth Leader and take appropriate action.

DATE / TIME	ITEM	LOCATION	Name(s) of Supervisor(s) involved	Name(s) of youth(s) involved

*Adapted from Boy's and Girl's Clubs of Greater Vancouver program log*