

 **Salvation Army Correctional and Justice Services:[City, Province].**

**Weekly Supervision and Activity Reporting Log**

 Chaplain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week Ending Date (Sunday): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Mon Hr:Min** | **Tues Hr:Min** | **Wed Hr:Min** | **Thurs Hr:Min** | **Fri Hr:Min** | **W/E Hr:Min** | **Weekly Total** | **Notes** |
| Visits: Clients/Participants |  |  |  |  |  |  |  |  |
| Visits: Staff/Volunteers/Students |  |  |  |  |  |  |  |  |
| Visits: Institutions  |  |  |  |  |  |  |  |  |
| Court Room Support/Appearance |  |  |  |  |  |  |  |  |
| Client Assistance & Referrals  |  |  |  |  |  |  |  |  |
| Groups (Bible ST, Spiritual Formation, Retreats, Crisis Support, etc., & Prep) |  |  |  |  |  |  |  |  |
| Corporate Worship (Funerals, Memorials, Dedications, etc., & Prep) |  |  |  |  |  |  |  |  |
| C&JS Programs/Events/Activities (Attend, Facilitate, Support, etc.) |  |  |  |  |  |  |  |  |
| Interagency Meetings, Networking, Engagement |  |  |  |  |  |  |  |  |
| Staff/Volunteer/Student Training, Supervision, HR |  |  |  |  |  |  |  |  |
| Self-Development (Attend Training, Education/Courses, Research) |  |  |  |  |  |  |  |  |
| Professional Development (Meetings, Events, Research, Collaboration) |  |  |  |  |  |  |  |  |
| S&RC Program/C&JS Meetings  |  |  |  |  |  |  |  |  |
| General Administration & lunch ½ hr  |  |  |  |  |  |  |  |  |
| Program Development, Planning, Evaluation |  |  |  |  |  |  |  |  |
| PR, Advocacy, Public Education |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

 Total Weekly Hours: \_\_\_\_\_\_\_\_\_\_\_\_