**PBN Infonet Monthly Case Log**

Please complete and return this log to the PBN Project Manager at the end of each month. When completing the log, please track client meetings and any other work on the client’s case in 15 minute increments. Please enter the service type, which can be very general, such as “client meeting” or “client call.” To prevent this from becoming too time consuming, it is not necessary to track very short client phone calls.  It is most important for us to know what date and approximately how much time you have spent working on a specific case

**Month & Year**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program**: PBN Pilot Pro Bono Project with DVLC’s Independence Project

**Monthly Hours Total**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DATE** | **WORK DONE/SERVICE TYPE** | **TIME SPENT** |
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