

FRC Workshop Time Log

Team members must track the time they spend in the workshop in order to be eligible for things like leadership team, drive team, travel team, and other various privileges. To track your time:

- 1. Track when you arrive and leave the workshop
- 2. Give a brief description of what you were doing
- 3. Calculate the total hours and have your department head sign off on them **within 2 (two) weeks**.
- 4. Submit this log before the end of the quarter.

Date	In	Out	Total Hours	Description	Department Head

Student Name: _____ Student ID Number: _____