

SHIBA TIME TRACKING

Please complete monthly report and return to coordinator

Training Sessions & Monthly Meetings: Includes all time spent on program updates at SHIBA meetings, trainings, webinars, etc. Can include more hours than are required for annual recertification.

Date	Description	Hours

Other Hours: Includes all time spent other than counseling or training. Office work

Date	Description	Hours

Group and Public Education Time: Includes all time spent doing presentations, attending community events, health fairs

Date	Description	Hours