



# ONLINE RECORD BOOK PARTICIPANT LOG CALCULATION EXAMPLE

Award: **Bronze**

Major: **No**

Activity Hours: **13:00**

Activity Weeks: **13**

Activity Start Date for Calculations: **02/01/2017**

Earliest Completion Date: **27/03/2017**

**Monday**

**Monday**

The first Monday is always used when calculating the start of the activity week count.

This is the first day of the 13th week that the participant 'could' complete this section.

Week No.	Date	Day of Week	Hours Logged	Totals: → →	Hours Counted towards Requirements	Cumulative Hours	Explanation / Notes
					26:30		
					↓	13:00	
1.	05/01/2017	Thursday	02:00		01:00	01:00	You can only count 1 hour per-week. All weeks start on a Monday.
2.	09/01/2017	Monday	02:00		01:00	02:00	You cannot carry hours forward.
4.	24/01/2017	Tuesday	01:00		01:00	03:00	
8.	22/02/2017	Wednesday	04:00		04:00	07:00	Assumes absence of 3 weeks, therefore allowed to back-count 3 hours for those weeks plus this week.
9.	28/02/2017	Tuesday	02:30		01:00	08:00	
9.	01/03/2017	Wednesday	01:00		00:00	08:00	Hours are in the same week as the previous Log.
10.	12/03/2017	Sunday	02:00		01:00	09:00	
11.	13/03/2017	Monday	02:00		01:00	10:00	
11.	19/03/2017	Sunday	01:00		00:00	10:00	Hours are in the same week as the previous Log.
12.	20/03/2017	Monday	01:00		01:00	11:00	
13.	27/03/2017	Saturday	04:00		01:00	12:00	
13.	30/03/2017	Thursday	02:00		00:00	12:00	Hours are in the same week as the previous Log.
14.	06/04/2017	Thursday	02:00		01:00	13:00	

Participants may back-count up to 4 weeks to makeup missed weeks. Weeks missed may also be made up by adding to your total week count.