

**** SAMPLE ****

DAILY ACTIVITY LOG

*Send this form **EVERY FRIDAY** to:
 LM Verifications, ATTN: Your Officer
 U. S. Probation Office
 517 E. Wisconsin Ave., Rm 001
 Milwaukee, WI 53202
 Fax: (414) 297- 1989
[mail wiep@wiep.uscourts.gov](mailto:wiep@wiep.uscourts.gov)

CLIENT'S NAME: What is your name?

WHO IS YOUR USPO? Your USPO's name here VERIFIED BY USPO: Leave Blank DATE: Leave Blank

DATE	TIME OUT	TIME IN	COMPANY NAME & ADDRESS WHERE DID YOU GO?	CONTACT PERSON	PHONE NUMBER
7/12/13	6:35am	6:58am	Time you left home and got to work Put the name and address of where you work here.	Who is your supervisor? Attach pay stub	What is their work #?
	3:30pm	4:02pm	Time you left work and went to Pick n Save	Attach receipt	
	5:17pm	5:43pm	Time you left Pick n Save and went home		
7/14/13	10:37am	12:46pm	Counseling	Counselor name	Phone number
	2:03pm	2:31pm	Home		
7/15/13			Stayed Home		
7/16/13	10:32am	1:55pm	Church	Attach Bulletin	
7/17/13	2:35pm	2:45pm	Walgreen's on Clearwater St.	Attach receipt	
	3:18pm	3:35pm	Home		

* Time out is the **actual time** you left a location.
 Time in is the **actual time** you arrived at the location.

** You **must** attach copies of your pay-stubs, receipts, letters, church bulletins, etc. This is **required** so that we may verify the activities you have listed above.