Whenever you are logging something to outside hours, you need to document it. This documentation varies depending on the work you are doing.

If you are doing volunteer work, you need:

1. A picture of yourself at the volunteer location
2. A short writeup of what you did at that location and why it will have a positive impact on the community

If you are doing side project work, you need:

1. A picture of the work you are creating
   1. Doesn’t need to be a picture for each individual session, but if you have 17 entries for “game side project” you need to be able to show what you’ve created
2. A continuing writeup documenting what you did each time you worked on the side project

What this looks like in practice:

1. I volunteered at Second Harvest this weekend. I worked for 5 hours. I added the 5 hours to my log, and created a word document named “SecondHarvestSeptember21.docx” with my selfie and my writeup in them.
2. I worked for 5 hours on a collaborative game jam. I added 5 hour to my log, and I have a continuing word document titled “OneScriptGameJam.docx” where I added a new paragraph (and a screenshot) of the new stuff I made in that time.
3. I followed along with a 5 part Unity tutorial on youtube. I added the amount of time I worked on the project to my log, created a word document where I included a screenshot of the finished project and a paragraph of what I did throughout the video series.