



## LOGGING EXAMPLES & UNDERSTANDING ORB HOUR COUNTING

In the Award Sections, Voluntary Service, Skill and Physical Recreation, participants are required to participate in consistent weekly effort in their chosen activities for the required number of weeks on the Online Record Book (ORB). **The Award cannot be achieved in a shorter time span by working more intensely.** The activities undertaken should be habit-forming.

### LOGGING REQUIRED TIME

The Award is about individual challenge and participants are encouraged to set a schedule of participation that will show regular and ongoing commitment to their chosen activities. The minimum duration per activity that can be logged is 30 minutes. On average, in each section, participants should look to spend 1 hour per week working on each of their chosen activities. The duration of a section is measured in weeks and is determined by your Award Level and if you have completed the previous level. Review the Summary of Award Requirements document in the [participant resource portal](#) for more details.

To get a week towards the duration of a section, you must do at least one hour of activity in that week. You may also do a two hour log every 2 weeks, or a 4 hour log every 4 weeks. Work with your Assessors to build a schedule that works for everyone.

| Examples of logging consistency |   |       |  |        |  |      |      |  |
|---------------------------------|---|-------|--|--------|--|------|------|--|
| <b>1.</b>                       | In this example the participant logs one hour in their Physical, Skill and Service Sections and that equals a week of duration for each of these sections.  |       |  |        |  |      |      |  |
|                                 | Mon.  | Tues. | Wed.   | Thurs. | Fri.                                       | Sat. | Sun. | Total  |
| Week One                        | <b>Physical Recreation</b><br>- Baseball<br>1 hour  | -     | <b>Voluntary Service</b> -<br>Volunteer at Senior home<br>1 hour | -      | <b>Skill</b> -<br>Piano Practice<br>1 hour | -    | -    | <b>Physical:</b><br>1 week<br><b>Service:</b><br>1 week<br><b>Skill:</b><br>1 Week |
| <b>2.</b>                       | In this example week one is the same as above, but the participant had a complication in the second week and was unable to log any activities. This is okay, because in week three the participant made up for the missing week by completing 2 hours in each of their activities to keep up with their logging duration. |       |  |        |  |      |      |  |
|                                 | Mon.  | Tues. | Wed.   | Thurs. | Fri.                                       | Sat. | Sun. | Total  |
| Week One                        | <b>Physical Recreation</b><br>- Baseball<br>1 hour  | -     | <b>Voluntary Service</b> -<br>Volunteer at Senior home<br>1 hour | -      | <b>Skill</b> -<br>Piano Practice<br>1 hour | -    | -    | <b>Physical:</b><br>1 week<br><b>Service:</b><br>1 week<br><b>Skill:</b><br>1 week |

|            | Mon.  | Tues. | Wed.   | Thurs. | Fri.                                       | Sat. | Sun. | Total   |
|------------|---|-------|--|--------|--|------|------|---|
| Week Two   | -   | -     | -  | -      | -  | -    | -    | -   |
| Week Three | <b>Physical Recreation</b><br>- Baseball<br>2 hour  | -     | <b>Voluntary Service</b> -<br>Volunteer at Senior home<br>2 hour | -      | <b>Skill</b> -<br>Piano Practice<br>2 hour | -    | -    | <b>Physical:</b><br>2 weeks<br><b>Service:</b><br>2 weeks<br><b>Skill:</b><br>2 weeks |
| <b>3.</b>  | In this example, again week one is the same as the above 2 examples but there was another complication, and the participant was unable to log any activities for 3 weeks. This is okay, because once the participant came back on the 4 <sup>th</sup> week, they made a big effort to do 4-hour logs in each of their activities to cover the 4 week since they last logged their activities. |       |  |        |  |      |      |   |
|            | Mon.  | Tues. | Wed.   | Thurs. | Fri.                                       | Sat. | Sun. | Total   |
| Week One   | <b>Physical Recreation</b><br>- Baseball<br>1 hour  | -     | <b>Voluntary Service</b> -<br>Volunteer at Senior home<br>1 hour | -      | <b>Skill</b> -<br>Piano Practice<br>1 hour | -    | -    | <b>Physical:</b><br>1 week<br><b>Service:</b><br>1 week<br><b>Skill:</b><br>1 week    |
| Week Two   | -   | -     | -  | -      | -  | -    | -    | -   |
| Week Three | -   | -     | -  | -      | -  | -    | -    | -   |
| Week Four  | -   | -     | -  | -      | -  | -    | -    | -   |
| Week Five  | <b>Physical Recreation</b><br>- Baseball<br>4 hour  | -     | <b>Voluntary Service</b> -<br>Volunteer at Senior home<br>4 hour | -      | <b>Skill</b> -<br>Piano Practice<br>4 hour | -    | -    | <b>Physical:</b><br>4 weeks<br><b>Service:</b><br>4 weeks<br><b>Skill:</b><br>4 weeks |

In all these examples, the participant is keeping pace with their logging activities and can finish on time. The ORB will keep track of your weeks of progress as you log your activities' hours. The best thing to do is to be consistent with your logs.

**If participants take a break for longer than four weeks, your Award progress will be on hold as well. With no logs to gain any weeks towards the duration of the section, your Award progress will continue when you come back and resume logging your activities. This means you will need to go beyond the minimum timeframe to complete that section and to meet your overall week count to finish the duration of the section.** For example, if you go on vacation for six weeks, when you return to doing your activity again, you will simply continue where you left off until the required weeks are completed. **The maximum duration for logging coming back from a break longer than 4 weeks, is a 4-hour log.** Participants may need to update their goal at this time to ensure it remains SMART.

**If participants need to stop working on their Award, they do not lose any progress that has already been recorded in the ORB.** Participants will need to speak with their Award Leader to update their plan to complete their Award.

**Total Time Counted**

The screenshot shows a 'Swimming' activity log with a progress bar at 11h/13h. The logs are as follows:

| Date       | Time     | Description  | Annotation  |
|------------|----------|--|---|
| 2019-10-19 | 1h 0min  | Went to the pool on the weekend and did some laps with my cousin.  | Time does not count because an hour has already been counted for October 18 & this log falls in the same calendar week. |
| 2019-10-18 | 1h 0min  | Swim meet. Did warm up and participated in 50M fly, IM relay (I did fly as well) 400M free, and 100M breast.   |   |
| 2019-10-03 | 2h 30min | Went to the pool twice this week, once for practice and once on my own. During practice we did some mock races and worked on starts to get ready for our upcoming meet.    | Extra hour and a half cannot be carried forward.*   |
| 2019-09-26 | 1h 0min  | Focused on breast stroke and fly. Building technique through drills and endurance by doing some continuous laps. It was a tough practice!                                  |   |
| 2019-09-20 | 0h 30min | Had an appointment this week that interfered with practice. Was only able to practice for about 30 minutes. Mainly did laps to continue working on my endurance and cardio |   |
| 2019-09-12 | 3h 30min | We had a longer practice to make up for the missed time. We did some weight training and stretching and did 800m and drills  | The extra two hours and 30 minutes can be used to make-up for three-week gap.   |
| 2019-08-23 | 1h 0min  | Practice included drills (kicking, arms, flip turns) and a relay race.   |   |
| 2019-08-16 | 1h 0min  | Swim practice. Practicing our IM relay. I've been trying to get better at fly and increasing my endurance while swimming   |   |
| 2019-08-08 | 1h 15min | Swim team practice. Worked primarily on distance swimming and did more arm and leg drills. My kicking has gotten much stronger since I started hiking!                     | Extra 15 minutes cannot be carried forward.*  |
| 2019-08-01 | 2h 0min  | Swim team practice. Did leg and arm drills as well as dryland warm-up.   | Counts as one hour for starting the first week.   |

\*Time can be made up when weeks are missed but cannot be carried forward for future weeks.

## LOG DESCRIPTION GUIDELINES EXAMPLES

This page is designed to help participants understand how to effectively log your activities in the ORB. Logging your activities accurately and with detail is important for documenting your progress and successfully completing your Award.

It's important to provide detailed descriptions of your activities when logging them in the ORB. For example, simply stating that you "went for a run" or "volunteered at a local shelter" is not sufficient. Instead, include specific information such as the duration of your activity, the location, any tasks or responsibilities performed, and any significant experiences or challenges encountered.

By giving detailed descriptions, you not only provide a clear record of your efforts but also demonstrate your engagement and commitment to the Award. Your Award Leader and Assessors rely on these details to accurately assess your progress and provide feedback.

So, as you log your activities, remember to be descriptive and thorough. Your detailed logs will not only benefit you but also contribute to the overall success of your Award journey!

**View the picture below to see what logs look like once entered into the ORB:**

The screenshot shows the ORB interface for a user named 'Japanese' at the 'Bronze Level' (Completed 3 / 4). The user has 27 hours / 26 hours remaining for the 'MAJOR' category. The interface is divided into three tabs: LOGS, OVERVIEW, and FILES. The LOGS tab is active, showing a list of activities with detailed descriptions. The sidebar on the left shows progress bars for various categories: Japanese Skills (blue), Swimming (yellow), Conservation Projects (red), and Adventurous Journey (green). The main content area displays a list of logs, each with a date and time, and a detailed description of the activity. The logs include:

- Went to a Japanese restaurant with my Assessor and friend I have been practicing with. Was able to successfully read the menu and order in Japanese with only minor mistakes. I will continue to practice my Japanese as it's improved a lot and I have learnt a lot. One day I hope to go to Japan!
- Practiced by developing writing out my own menu in Japanese with the help of my Assessor. Continued practicing daily on duolingo to improve my vocabulary and pronunciation. 2021-08-19 4h 0min
- Practiced on duolingo, have also put labels around my house on objects and gotten my family to start practicing specific words with me. Need to work more on developing sentences and getting comfortable with phrasing.
- Over the last four weeks have worked with my friend also taking Japanese to practice common phrases and get better at recalling words for different objects that we come into contact with everyday. Met with Assessor to let them know how I'm doing and they gave me some feedback on how I can continue to improve.
- Today's language class was packed with new skills! We started by learning how to order in a restaurant - from choosing our favorite dishes to politely asking for recommendations. It felt like stepping into a real-life restaurant and being able to confidently communicate with the waiter. Then, we moved on to making reservations. We practiced calling restaurants and hotels to reserve a table.
- Today's language class was a blast! We tackled some brand new verbs and added cool words to our vocabulary. It felt like unlocking a treasure chest of words that I can use to express myself better. Not just that, but guess what? I conquered three whole chapters in my language book! The character, the story, everything felt so exciting. Feeling proud of the progress and can't wait to...
- We continued our Japanese journey by working on giving directions. We learned how to use different verbs and phrases to tell someone where to go and how to get there. We practiced giving directions to different places like the park, the library, and even our favorite restaurants. It was like playing a game where we had to navigate through imaginary streets and landmarks. By the end of...
- Today I learned about verbs and we learned some kanji. After that, we jumped into Kanji characters! They're those cool symbols in Japanese writing. We practiced drawing them and what they mean. It was like solving a puzzle! Overall, it was a super fun class. I feel like I'm getting better at Japanese little by little!
- Today we discussed greetings, and started learning hirigana. We learned the ending for present tense, and learned one use of the preposition "no". 2021-02-02 2h 0min

## Logging Examples

*Please note: Assessors are chosen by the participant and are adults who are knowledgeable and experienced in a participant's chosen activity. Assessors act as mentors and work with participants for the duration of their activity. Each activity should have a different Assessor.*

*An Assessor must be experienced in the activity and able to provide mentorship, able to commit to mentoring the participant throughout their activity, confirmed by the Award Leader to ensure they are an appropriate choice, and **adults that are not immediate family members.***

## Skills Section

|    |   |
|----|---|
| 1. | Learning Japanese: <ul style="list-style-type: none"><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Sakura Sushi Restaurant</li><li>• <b>Example Assessor:</b> A family friend who worked at a sushi restaurant.</li><li>• <b>Log:</b> Went to a Japanese restaurant with my Assessor and friend I have been practicing with. Was able to successfully read the menu and order in Japanese with only minor mistakes. I will continue to practice my Japanese as it's improved a lot and I have learnt a lot. One day I hope to go to Japan!</li></ul> |
| 2. | Acoustic Guitar: <ul style="list-style-type: none"><li>• <b>Duration:</b> 30 minutes</li><li>• <b>Location:</b> Home practice space</li><li>• <b>Example Assessor:</b> Band teacher</li><li>• <b>Log:</b> Practiced finger picking patterns again. Starting to get a little better with speed and keeping tempo but still need to keep practicing. My regular strumming is sounding great.</li></ul>  |
| 3. | Esports: <ul style="list-style-type: none"><li>• <b>Duration:</b> 2 hours</li><li>• <b>Location:</b> Online</li><li>• <b>Example Assessor:</b> Video game team coach</li><li>• <b>Log:</b> Participated in an esports tournament, competing in multiplayer video games against other players. Strategized gameplay, communicated effectively with teammates, and demonstrated quick reflexes and decision-making skills. Analyzed gameplay afterward to identify areas for improvement.</li></ul>   |
| 4. | Baking: <ul style="list-style-type: none"><li>• <b>Duration:</b> 1.5 hours</li><li>• <b>Location:</b> Home kitchen</li><li>• <b>Example Assessor:</b> The owner of my favourite bakery</li><li>• <b>Log:</b> Experimented with baking recipes, focusing on making cookies from scratch. Measured ingredients, mixed dough, and shaped cookies before baking them in the oven. Practiced patience while learning baking techniques and flavor combinations.</li></ul>  |

## Physical Recreation Section

|    |  |
|----|--|
| 1. | <p>Swimming:</p> <ul style="list-style-type: none"><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Community pool</li><li>• <b>Example Assessor:</b> Swimming coach</li><li>• <b>Log:</b> The swim meet went well. I've continued to focus on my distance and breathing techniques while swimming. My cardio is improving steadily, and I've been able to increase my overall speed and do more distance as I continue practicing.</li></ul>  |
| 2. | <p>Rollerblading:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> April 8, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> City park</li><li>• <b>Example Assessor:</b> Avid Rollerblader/Gym Teacher</li><li>• <b>Log:</b> Went rollerblading on designated paths in the park. Practiced skating techniques, including turns and stops. Enjoyed the outdoor scenery and fresh air while getting a full-body workout.</li></ul>   |
| 3. | <p>Pilates:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> March 15, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Local fitness studio</li><li>• <b>Example Assessor:</b> Pilates instructor</li><li>• <b>Log:</b> Attended a Pilates class focusing on core strength and flexibility. Followed instructor-led exercises targeting various muscle groups. Practiced breathing techniques and mindful movement to improve posture and balance.</li></ul>   |
| 4. | <p>Mountain Biking:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> June 10, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Forest trails</li><li>• <b>Example Assessor:</b> A family friend experienced in mountain biking.</li><li>• <b>Log:</b> Biked through the forest trails. Went through rocky terrains and steep slopes, challenging my endurance. Enjoyed the thrill of going downhill and getting stronger to make it uphill. Stayed focused and alert while navigating obstacles like fallen branches and narrow passages. It was nice to be out in nature and to feel accomplished.</li></ul> |

## Voluntary Service Section

|    |   |
|----|---|
| 1. | <p>Conservation Projects:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> August 20, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Local nature reserve</li><li>• <b>Example Assessor:</b> Conservation project manager</li><li>• <b>Log:</b> Volunteered for a conservation project of helping to rebuild the board walk. It was VERY hard work but cool to learn why we have board walks and what goes into creating them.</li></ul>   |
| 2. | <p>Conservation Projects:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> September 5, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Community park trail</li><li>• <b>Example Assessor:</b> Leader of the community clean up</li><li>• <b>Log:</b> Went on another trail hike but this time brought 3 friends with me. We each picked up one full bag of garbage while we walked! Feeling good about making our community a cleaner space. It's sad to see how much garbage is out there.</li></ul> |
| 3. | <p>Volunteering at Hospital:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> April 5, 2024</li><li>• <b>Duration:</b> 1.5 hours</li><li>• <b>Location:</b> City hospital</li><li>• <b>Example Assessor:</b> Hospital Administration Supervisor</li><li>• <b>Log:</b> Volunteered at the hospital's reception desk, greeting visitors, and providing directions. Assisted hospital staff with administrative tasks and delivered flowers and cards to patients.</li></ul>   |
| 4. | <p>Food Drive:</p> <ul style="list-style-type: none"><li>• <b>Date:</b> March 10, 2024</li><li>• <b>Duration:</b> 1 hour</li><li>• <b>Location:</b> Local community center</li><li>• <b>Example Assessor:</b> Food drive organizer</li><li>• <b>Log:</b> Volunteered at a food drive for the local food bank. Collected some donations and sorted food items. Learned about food insecurity and encouraged community members to contribute.</li></ul>   |