**Name:** _____    **Year:**_____

## EXTENDED OPPORTUNITIES PROGRAM & SERVICES
## SERVICE LOG

**Desired Degree/ Certificate:**_____

**100 Management Services Function**
    121 Public Information (newsletters,
       brochures)
    140 Program Eligibility
       (EOPS/CARE)

**200 Outreach Services**
    210 Program Recruitment
    240 Orientation

**300 Instructional Services**
    324 Study Skills (groups)
    330 Tutoring

**400 Counseling Services**
    410 Professional/Certificated
    411 Academic/Transfer
    412 Career/Vocational
    413 Personal
    420 Testing/Assessment
    430 Advisement/ EOPS Contacts
    431 Peer Advisement
    432 Progress Monitoring
**500 Transition Services**
    510 Transfer (4 yr Institution)
    520 Job/Career

**600 Special Activities**
    610 Child Care
    630 Cultural/Social Activities
    640 Consulting Services

**700 Direct Aid Services**
    711 Grant/Work study
    712 Book Grants
    714 Financial Aid Coordination

**800 Staff Development**
    811 Staff Meeting
    812 Staff In-Services (Seminars)

| DATE: | COMPONENT: | COMMENTS: |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| **SERVICE CODES:** | F/A =Financial Aid | W/S =Work study |
|---|---|---|
| Student = △ | (W) =Letter to or from Student | Consl = Counsel |
| PC/R= Counselor Recruiter | (T) =Telephone contact | Doc = Documentation |
| Dir = Director (Peter) | (O) =Office contact | W/drew =Withdrew |
| Asst = Program Assistant/Carmen | | |

Update: June 2007