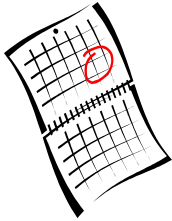


Please make sure we get your timesheets monthly—we need them by the 10th of the following month, please! For example, October volunteer time is due to us by November 10. You can choose from several methods!

You can

- mail Timesheets to us
- fax Timesheets to us (947-8488)
- drop them in a box designated for timesheets at each meal site.

We need all Timesheets by the 10th of the month!



Please call us if you need more timesheet forms. We will be happy to get more to you.



CALL US WITH QUESTIONS!

The purpose of this time sheet is to collect correct data for documentation of our impact and outcomes regarding our funding & grant requirements. This data is vital to our program success. We also document total hours contributed for other reports and for our volunteer workstations. Thank you for helping us collect and provide this information.

You efforts are very appreciated!

In the past, we have been able to count volunteer hours spent driving someone to a doctor's appointment, therapy, the hospital, and other places in the community as help from a friendly neighbor.

We can **NO LONGER** count these hours unless they are volunteered through a separate agency that does a Motor Vehicle Check and a Personal Background check.

Please do not report them.

If you do, please be **very specific** as to which organization is sponsoring your volunteer efforts. We will make sure we have a workstation partnership agreement with that organization if we do not already have one and that the appropriate checks are on record.

Thank you for your assistance on this matter!



How To Fill out RSVP Volunteer Time Sheets

RSVP
1402 Blake Avenue
Glenwood Springs, CO 81601
970/947-8462
rsvp@coloradontn.edu

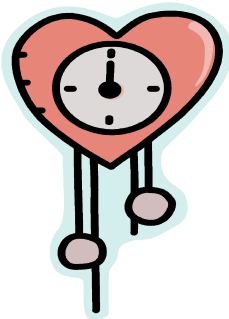
Thank You!

Please review our guidelines and suggestions about filling out your volunteer timesheets. If you have ANY questions at all, please call 947-8462, 945-9117, or e-mail rsvp@coloradomtn.edu.

We are all here to help!

Your first question may be **WHY?** As a volunteer, you are used to having another volunteer call you monthly to gather your volunteer hours which are in turn reported to us.

Basically, the answer is that we are now required to collect hours this way to verify them to our primary funder. It is purely their directive & we must comply to continue to receive funding. If we do not receive their funding, our program would simply not continue!



Your time in helping us keep correct & accountable records is very appreciated!

Our goal in choosing this form was to make it simple and most like how you now keep track of your hours for your volunteer caller. It covers 8 individual volunteer jobs. If you have more than 8 jobs per month, please use additional time sheets.

First, look on the top of the page. You will see a place to indicate both MONTH and YEAR. For example, October, 2006. Be sure that is filled in correctly.

Second, put the name of your volunteer workstation at the top of the boxes on the form. Use one box for each separate volunteer workstation. On the next line put the job you do at that volunteer workstation.

Third, as you do your volunteer work each month, put the number of hours you contributed on the correct date of the month that the service was performed & also indicate what time you began and when you left.

Fourth, please total your volunteer hours (rounding up your totals to the next hour) for each volunteer workstation and job at the end of the month.

Fifth, each Timesheet must have YOUR SIGNATURE & the signature of your volunteer supervisor. If you do not know who to contact, please let us know and we will help figure that out. That being said, if you cannot get the volunteer supervisor signature for some reason—still send in the timesheet and we will work on getting the signature from our office!

We must have your signature on the timesheet. Also check to see if your name is pre-printed on the form. It should be, but, if it is not, please print it also. We need to be sure who you are when we get your form!

Please do not cut or tear the form—each form needs to remain WHOLE!

Sign and mail in the timesheet to us!



What is a Volunteer Workstation?

This is a volunteer site that has completed a partnership agreement with RSVP. We can only count hours you volunteer if we have a partnership agreement with the agency or if hours were spent on an RSVP Signature Program—for example Medicare D counseling or Income Tax Assistance.

What if you volunteer where we do not have a volunteer workstation partnership signed? No problem—just let us know where you are volunteering and we will work to get the necessary paperwork signed. We need to know where you volunteer, what you do, and who you would report to in order to do this. Put that on your Timesheet or attach a note to it for us. Be specific! Tell us who to contact and how. We will be working 'behind the scenes' so to speak, so we CAN count your hours—this helps RSVP and you!