

Instructions for filling out Work Station Timesheet

1. Write your Work Station Name in the appropriate blank.
2. Write the month and year in the appropriate blanks.
3. Write the date that the volunteers are volunteering for you in the **first column (Date)**.
4. Print the volunteer's name in the **second column (Volunteer Name)**.
5. In the **third column (Volunteer Signature)**, have the volunteer sign in when she/he arrives.
6. In the **fourth column (Type of Volunteering)**, indicate what the volunteers are doing for you (mailing, computer inputting, answering phones, quilting, etc.)
7. Write the number of people that the volunteers are serving in **column five (# of people served)**. The number may be the number of letters that the volunteers are preparing, the number of meals they delivered, the number of people they helped serve, the number of clients that were in the thrift store, etc.
8. **Column six (In-kind contribution)** is where you can indicate the value of any food or beverage that was given to the volunteer(s). If you buy food or beverages for a group, you can put the total amount for the group on that one day in this column.
9. The number of hours that volunteer served should go in the **last column (Hours)**. We count half and full hours, so if the volunteer worked for 1 $\frac{1}{4}$ hours, round it up to 1 $\frac{1}{2}$ hours. Likewise, if the volunteer worked for 1 $\frac{3}{4}$ hours, round it up to 2 hours.
10. Sign the bottom of the sheet before you send it to us. **WE CANNOT COUNT THE HOURS WITHOUT THE VOLUNTEER'S SIGNATURE AND THE STATION REPRESENTATIVE'S SIGNATURE.**