

Volunteer Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_ "X" if new contact info: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Status: Unpaid \_\_\_\_\_ 6 hour \_\_\_\_\_ Team leader (Euclid Only) \_\_\_\_\_

**Please complete the following for the Site Coordinator/Team Leader to review.**

- **When entering time, always round to the nearest 1/4 hour.** Example: If you volunteered from 8:20 a.m. to 10:20 a.m., you would enter your time at 8:15 a.m. to 10:15 a.m.
- ONLY sign your time sheet on the **LAST** day you volunteer each month
- Mark NO SCHOOL for any days school is closed.
- If you are absent on a day you are regularly scheduled to volunteer, mark the reason you were absent (i.e. ILL, vacation, etc.).
- **Absences** (including snow days, sick days, school closures) cannot be counted toward your service hours or stipend.
- You may spend up to 30 minutes per day, for **prep time**. This time will be included under tutoring time

**October 2017 Timesheet**

Date	Time In	Time Out	Total Tutoring Time	Training/ Meeting time	Indirect service time (duties related to <b>Team Leader position</b> )
<i>SAMPLE</i>	<i>8:30</i>	<i>10:30</i>	<i>To be completed by staff</i>	<i>2.0</i>	<i>0</i>
Monday, 10/02/2017					
Tuesday, 10/03/2017					
Wednesday, 10/04/2017					
Thursday, 10/05/2017					
Friday, 10/06/2017					
		(EC staff only) Total Weekly hrs			

Monday, 10/09/2017					
Tuesday, 10/10/2017					
Wednesday, 10/11/2017					
Thursday, 10/12/2017					
Friday, 10/13/2017					
		(EC staff only) Total Weekly hrs			

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School: \_\_\_\_\_

Guiding the next generation of readers

**October 2017 Timesheet**

Date	Time In	Time Out	Total Tutoring Time	Training/ Meeting time	Indirect service time (duties related to <b>Team Leader position</b> )
<i>SAMPLE</i>	8:30	10:30	<i>To be completed by staff</i>	2.0	0
Monday, 10/16/2017					
Tuesday, 10/17/2017					
Wednesday, 10/18/2017					
Thursday, 10/19/2017					
Friday, 10/20/2017					
		(EC staff only) Total Weekly hrs			
Monday, 10/23/2017					
Tuesday, 10/24/2017					
Wednesday, 10/25/2017					
Thursday, 10/26/2017					
Friday, 10/27/2017					
		(EC staff only) Total Weekly hrs			
Monday, 10/30/2017					
Tuesday, 10/31/2017					
		(EC staff only) Total Weekly hrs			

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 Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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<b><u>To be completed by staff:</u></b> ___ DOJ ___ RSVP ___ SDP  _____ Staff Initials verifying information is accurate	Monthly <u>Tutoring</u> Hours:	Monthly <u>Training</u> Hours:	Monthly <u>Indirect</u> Service Hours:
			Total Monthly Service Hours:

**For Office Use Only:**  
 Total monthly hours of direct (tutoring) service: \_\_\_\_\_  
 Total monthly hours of training & indirect service: \_\_\_\_\_