

TMC >>> VOLUNTEER TIME SHEET <<<

TA= Teacher Aide	PC= Parent Conference (HS Performance Standards)	PCA=Parent Child Activity
CO= Cook Aide	PT= Parent Trainings (HS Performance Standards)	
CU= Custodian	PCC= Parent Center Committee Meeting (HS Performance Standards)	
BA= Bus Aide	HV= Home Visit (HS Performance Standards)	
AD= Sec./Admin Support	Other= Other related activity as mandated by HS Performance Standards (brief description of activity)	

Date of Service	Signature of Volunteer	Code of Vol. Service	Total Admin Hrs Worked	Total Program Hrs Worked	Total Admin Mileage	Total Program Mileage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Totals for the Page----->)

*Admin Hrs.	*Program Hrs.	Admin Miles	Program Miles
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***Round to nearest hour - no partial hours**

Note: If the same volunteer appears on the time sheets more than once on the same day - give written explanation as to why they are signing more than once.
 The signature above represent the Volunteers acknowledgment that they have worked the hours stated and the signature below verifies that the Volunteers hours are representative of the hours worked. It is also mutually understood that this contribution of Hours and Mileage may be counted as part of the non-Federal share required by our Federal Grant.

Signature, Authorized Employee of TMC: _____ Date: _____

Center: _____ **Region:** _____