

Volunteer Timesheet

Thank you for volunteering for Neighborhood House. Your timesheet is due to your supervisor on your **last volunteer day of each month**. You may print and sign or email to your supervisor. Emailed timesheets do not require a signature.

Name: _____

For Month Of: _____

Please fill out a separate timesheet for **each assignment**.

Assignment		
<input type="checkbox"/> Annual & Major Gifts Intern	<input type="checkbox"/> ESL/Citizenship Lead Instructor	<input type="checkbox"/> Head Start C3 Volunteer
<input type="checkbox"/> Annual & Major Gifts Solicitor	<input type="checkbox"/> Family Center Assistant	<input type="checkbox"/> Office Assistant
<input type="checkbox"/> Be Active Instructor	<input type="checkbox"/> Family Center Instructor	<input type="checkbox"/> Photographer
<input type="checkbox"/> Be Active Outreach	<input type="checkbox"/> Financial Literacy - Instructor	<input type="checkbox"/> Sewing Instructor
<input type="checkbox"/> Board Committee Member	<input type="checkbox"/> Front Desk Reception	<input type="checkbox"/> Technology Center Assistant
<input type="checkbox"/> Bridge Start Mentor/Tutor	<input type="checkbox"/> Fundraising Events Coord	<input type="checkbox"/> Technology Center Tutor
<input type="checkbox"/> Computer Lab Assistant	<input type="checkbox"/> Graphic Designer	<input type="checkbox"/> Voice Photographer
<input type="checkbox"/> Day of Caring	<input type="checkbox"/> HANDLE Assistant	<input type="checkbox"/> Voice Reporter
<input type="checkbox"/> Development Assistant	<input type="checkbox"/> Head Start C1 Reading Week	<input type="checkbox"/> YELS Presenter
<input type="checkbox"/> Digital Connectors Instructor	<input type="checkbox"/> Head Start C1 Volunteer	<input type="checkbox"/> YELS Tutor
<input type="checkbox"/> Digital Connectors Instructor Asst	<input type="checkbox"/> Head Start C2 Reading Week	<input type="checkbox"/> Youth Tutoring - Tutor
<input type="checkbox"/> Driver	<input type="checkbox"/> Head Start C2 Volunteer	<input type="checkbox"/> Youth Tutoring Presenter
<input type="checkbox"/> ESL/Citizenship Instructor	<input type="checkbox"/> Head Start C3 Reading Week	<input type="checkbox"/> Other: _____

Site
<input type="checkbox"/> Birch Creek
<input type="checkbox"/> Burndale
<input type="checkbox"/> Epstein
<input type="checkbox"/> Greenbridge
<input type="checkbox"/> High Point Center
<input type="checkbox"/> New Holly
<input type="checkbox"/> RV Center
<input type="checkbox"/> Yesler HS
<input type="checkbox"/> Yesler NHC
<input type="checkbox"/> Other _____

Timesheet			
Date	# of Hours	Date	# of Hours
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	
		31	
Total Hours			

Volunteer Signature _____ Date _____

Staff Signature _____ Date _____

Supervisors, please return all volunteer timesheets to the Administrative Assistant by the **fourth of each month**.