



Mesa County RSVP, Inc.

MAIL TO: PO Box 1077
Grand Junction, CO 81502

Phone: 970-243-9839
Fax: 970-245-4808
recruit@rsvpgrandjunction.org
www.rsvpgrandjunction.org

INDIVIDUAL VOLUNTEER TIMESHEET

Turn in Monthly by the 15th.

(Required) _____
Month & Year

Volunteer Name: _____

Volunteer Signature (Required): _____

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

PLEASE USE THE OTHER SIDE OF THE FORM IF YOU NEED MORE ROOM

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

Agency:			
Job Title:			
Date	Time In	Time Out	Hours
Total Hours			
Volunteer Supervisor Signature (Required):			

Individual Volunteer Timesheet Instructions

Volunteers are required to report their volunteer hours from eligible placements in order to maintain active RSVP status. Additionally, volunteer hours are used as a tool for obtaining funding, identifying community priorities and needs, and highlighting volunteer impact.

Follow these instructions when reporting volunteer hours. **We cannot count hours if these requirements are not met.** Contact our office if you have any questions regarding how to complete an Individual Volunteer Timesheet or if you would like alternative ways of submitting your volunteer hours. Thank you!

Complete All Fields on the Form:

- 1. We must have a separate Timesheet for each volunteer, each month.** Print the month and year on the sheet. If you volunteer at several locations and need to submit an additional sheet, please do so.
- 2. Volunteer Signature is required.**
- 3. Each Agency and Volunteer Placement Must Be Listed in Its Own Section.** List the name of the agency and the name of the volunteer placement. Then list the dates, times, and hours for that placement.
- 4. Supervisor Signatures is required.** An agency representative must confirm and sign the box for their agency. **One-Time Project Volunteers:** You will need to sign in on the designated RSVP One-Time Project Timesheet.
- 5. Send Your Sheets in Monthly by the 15th of the following month.**
- 6. Add Together Hours for Each Agency Placement.**
- 7. Forms must be readable and complete.**

To get more Timesheets or to submit your hours online go to www.rsvpgrandjunction.org or call 970-243-9839.