Volunteer In-Kind Timesheet

Volunteer's Name _____ Month _____ Year _____

Date	Job Performed	No. of Hrs	Date		No. of Hrs
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16				Monthly Total Hours	

Volunteer's Signature _____ Date _____

To Be Completed by Site Personnel Check appropriate "Volunteer Classification"

Option 1 ☐ Employee on payroll, not coded to SAFE (Res. 6010)

Option 2 ☐ Employee volunteering time (unpaid), performing regular job

Option 3 ☐ Volunteer (Parents, professionals, etc.)
Volunteering as an Aide Step 1, Col. 1 aide salary schedule
Volunteering as a Teacher (w/credential) Step 1, Col. 1 teacher salary schedule
Volunteering as "Other Professional" Use professional rate sheet

Formulas ***(To Be Completed by District Business Office)***

If you selected Option 1

1. PAY 328 Report a. Total regular position earnings (do not include stipends for coaching, yearbook, etc.) b. Total regular position benefits.
   c. Multiply by the SAFE % to get earnings and benefit amount for In-kind on spreadsheet.
2. Total Monthly SAFE Hours _____ ÷ total monthly full-time paid hours _____ = _____ %

If you selected Option 1

Salary _____ x _____ % = _____ Salary Total Statutory Benefits _____ x _____ % = _____

If you selected Option 2 or 3

1. Total Time _____ x Hrly Rate* _____ = Salary Total _____ x Statutory Benefit % _____ x Benefit Total _____ = _____

*Salary Scheduled used _____ Column Used _____ Step Used _____

Please Complete

Total Salary: _____

Total Benefits: _____

Grand Total: _____

District Approval _____ Date _____