

Volunteer In-Kind Timesheet

Volunteer's Name _____ Month _____ Year _____

Date	Job Performed	No. of Hours	Date	Job Performed	No. of Hours
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 3 Volunteer (Parents, professionals, etc.)

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

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

District Approval _____ Date _____