

Broome County Council of Churches 3 Otseningo Street, Binghamton, NY 13903 (607) 724-9130

www.broomecouncil.net

Monthly Volunteer Time Sheet

You may use this time sheet for more than one Care Receiver. **Please complete one timesheet each month and return by the 7th of the following month.** You may mail, telephone, fax (607-724-9148), or you may e-mail to epitcher@broomecouncil.net. To send from web site www.broomecouncil.net, click on *Faith in Action*Volunteers, click on Links, and then click on Volunteer Time Sheet.

For the month of:								
Volunteer's Name:								
Phone/ E-mail address:								
Care Receiver(s) name(s)(You may use this time sheet for more than one Care Receiver)								
Please write any notes, changes, or concerns in the Comments section.								
Date	Service Provided (Use codes below)	Time Spe Hours/Min			Mileage		Comments	
		Total hours		 S	Total mileage			
		100011100115						
Service Codes:								
1	1 Friendly Visits		5		Light Housekeeping		9	Assessments
2 Transportation			6		Grocery Day		10	Administration
3 Shopping from list			7		Social Connections		11	Senior Living Ministry
4 Reassurance Calls				8	Fundraising		12	Ramp It Up