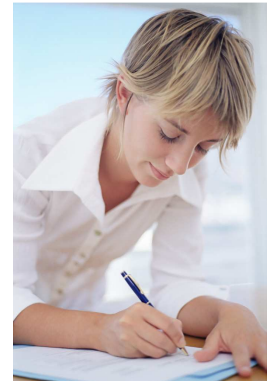


*Please bear with us as we strive to make tracking volunteer hours more efficient and complete...
We feel sure this system will ultimately be easier for all of you too!*

“OFF CAMPUS” VOLUNTEER TIME DOCUMENTATION

Monthly Volunteer Time Sheets:

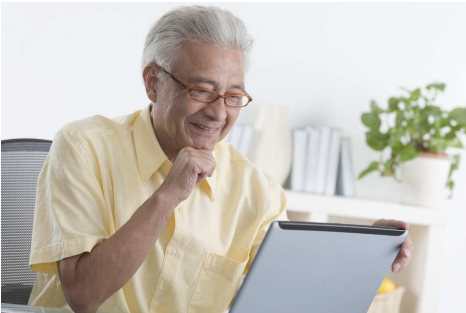
The Monthly Volunteer Time Sheet has been revised so that all volunteers will now receive the same form. We sent the enclosed revised form out to several volunteers over the past month to test it out and received very favorable feedback. In addition to a blank monthly time sheet for you to fill out this month, we have enclosed a completed sample to help you understand what information to include and how to fill out the form.



Your Monthly Volunteer Time Sheets should only reflect time donated OFF CAMPUS. ***There are two exceptions to this however!!***

1. No matter where you devote ***time*** to your ***clients*** you will still need to ***document your time*** and ***notes*** on your ***monthly time sheet***.
2. No matter where you gain ***continuing education hours*** you still need to ***document the amount of time*** and the ***source of your continuing education*** on your ***monthly time sheet***.

WOULD YOU LIKE TO SUBMIT YOUR MONTHLY TIME SHEET BY EMAIL?



We have also set up a volunteer email list and will be sending the new Monthly Volunteer Time Sheet form to volunteers on that list via email by April 5th. If you do not receive this form by email and would like us to send it to you please send a request to hospiceinfo@hvwa.org and we will gladly email one to you. We can also add you to our Volunteer email list if that is your wish.

The new Monthly Volunteer Time Sheet is setup in Excel.

When you receive it by email, save the file on your home computer. We have set it up so your time will automatically calculate when you enter your volunteer hours. With this option you can easily document your volunteer time at your convenience and submit it right on schedule by email each month. Just think! You will never lose your time sheet or have to “try and recall” what time you donated over the past month. It will always be at your fingertips!

DO YOU PREFER TO SUBMIT YOUR TIME SHEETS THE SAME AS IN THE PAST?

It is fine if you prefer to continue submitting your time sheets in the traditional ways i.e.: drop them off at the Hospice Community Center or mail them to 304 Main St. or FAX to 873-5094. ***All we ask is that you return them to us by the 10th of each month.***



AND PLEASE REMEMBER...ON CAMPUS



All time donated ON CAMPUS should be entered on the sign-in / sign-out sheet at the Hospice Community Center with the exception of the two special cases listed above. The sign-in / sign-out sheets are located in plain view in the Reception Area. THANK YOU!!