

## HUMAN RESOURCES DEPARTMENT - CIVIC CENTER VOLUNTEERS

### MONTHLY TIME SHEET

DEPARTMENT \_\_\_\_\_

VOLUNTEER \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

MONTH OF \_\_\_\_\_

**RETURN TO:**

**JOAN BROWN**, Volunteer and Employee Programs Manager  
 Civic Center Volunteers  
**HUMAN RESOURCES**  
 3501 Civic Center Drive, Room 415  
 San Rafael, CA 94903  
 Ph 499-7407 fax: 473-6557 e-mail jbrown@co.marin.ca.us

**PLEASE NOTE**

For insurance purposes and record keeping a completed time sheet is required monthly; *even if no hours were worked* . Thank you for submitting your completed time sheet by the first of the month.

E X A M P L E	IN	OUT	IN	OUT	IN	OUT	AT HOME	TOTAL
	9	12	1	3				5
	9:15	12:15	1	3			1.5	6.5
	<b>TOTAL HOURS FOR THE MONTH</b>							

DAY	IN	OUT	IN	OUT	IN	OUT	AT HOME	TOTAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

DAY	IN	OUT	IN	OUT	IN	OUT	AT HOME	TOTAL
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
<b>TOTAL HOURS FOR THE MONTH</b>								

Signature of Volunteer \_\_\_\_\_