



INSTRUCTIONS:

RSVP Staff Signature: ___

- Be sure to include volunteer station supervisor's signature and your signature at the bottom
- 2. Return completed form to your county's RSVP office by the 7th of the following month

RSVP of Berks, Pike & Wayne Counties

Volunteer Monthly Timesheet

Berks County

1 South Home Avenue Topton, PA 19562 Email: <u>pedrosom@diakon.org</u>

Pike/Wayne County

337A Park Place Hawley, PA 18428 Email: houghtalingd@diakon.org

Thank You For Your Participation!

Name:	Name:Station Name:												
Month:	Year:												
(Drivers) Auto Insur	ance start & exp. Date:												
Date	Volunteer Assignment	# of Hours	# of Clients served	# of Meals served	# of Miles during route								
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RSVP Volunteer Sig	gnature:	Da	Date:										
Station Supervisor	Signature:	D											

Date:

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Please forward completed and signed form with appropriate documentation and receipts to: Diakon Community Services - RSVP BPW										Approvers Signature															
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