## RSVP VOLUNTEER MONTHLY <br> TIME REPORT

## INSTRUCTIONS:

1. Return completed form by $7^{\text {th }}$ of following month
2. Be sure to include volunteer station supervisor's signature and your signature at the bottom
3. Email to: davisp@diakon.org

Name: $\qquad$
Phone: $\qquad$
Station Name: $\qquad$

Mailing Address: $\qquad$
Email: $\qquad$
Month: $\qquad$ Year: $\qquad$

| Date | Volunteer Assignment | \# of Hours | \# of People <br> Served |
| :--- | :--- | :--- | :--- |
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VOLUNTEER: By signing below, I certify that this statement and the amount claimed are true, correct and complete to the best of my knowledge.
STATION SUPERVISOR: By signing below, I certify that to the best of my knowledge this claim is correct and true.

## RSVP Volunteer Signature:

$\qquad$

## Station Supervisor Signature:

$\qquad$

Date: $\qquad$
Date: $\qquad$
Date: $\qquad$
Impact Area: $\qquad$ Allowable Hours $\qquad$ Notes: $\qquad$
Monthly Time Report-Rev. 06/23 *If you have any questions, please call Penny Davis or Selena Vivino @ (570) 784-9272

