Triton College RSVP Volunteer Program
2000 Fifth Avenue
River Grove, IL 60171
(708) 456-0300, Ext. 3835

Month _____

(PLEASE PRINT)

***Volunteer Name***: _____

***No volunteer activity this month due to***: ☐ ***Illness*** ☐ ***Vacation*** ☐ ***Other***

***RSVP MONTHLY TIME SHEET***: The RSVP monthly time sheet verifies you are a member and/or an active volunteer of RSVP. The time sheets provide RSVP with information regarding your volunteer service. Time sheets are due monthly. **You and your station supervisor must sign the time sheet.**

***Time sheets must be in the RSVP office by the fifth of the following month.***

***REIMBURSEMENT***: Volunteers serve without compensation, but upon need or request reimbursement for transportation can be issued. To receive reimbursement complete the right portion of the time sheet, sign and attach all required receipts. All incomplete and **late** forms **will not** receive reimbursement for month requested.

***Type Assignment***: _____

***Volunteer Station***: _____

| VOLUNTEER SERVICE HOURS | |
|---|---|
| Month/Date | Total Hours |
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| RSVP Office: Use Only | |

| MILEAGE | | | |
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| Month/Date | Miles Driven | Public Amount | Type |
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RSVP Volunteer Signature Date _____

Station Supervisor Signature Date _____

RSVP Director *Kay Frey*

**I am a veteran.** ☐ **Yes** ☐ **No**

RSVP Office Use Only:
Hours _____ Reimb. _____ Approved _____ Reviewer _____

Data Entry _____ _____ _____ _____
RSVP Date Total Hours Reimb.

[2012]