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| **Phone** |  | **Email** |  |

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| **Off Time Sheet Time for the Month/Year of:** |  |

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| **Day of the Mth** | **Task ID** | **Start Hr** | **End Hr** | **Hrs Wrk** | **#17 Special Project Name** |
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**Tasks**

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| **01-Admin Support** | **02-ESL/Parent Tutoring** | **03-Pgm Support** | **04-Vol Orientation** | **05-Internship** |
| **06-Board of Directors** | **07-Fund Development** | **08-Community Service Hours** | **09-Youth Leadership Program** | **10-WorkStudy** |
| **11-Citizenship Tutoring and Training** | **12-Service Learning** | **13-Senior Program** | **14-Youth Program Tutoring** | **15-Technology Support** |
| **16-Computer Tutoring** | **17-Special Project (Please Identify)** | **18-Other** | **19-VSL** | **20-AmeriCorps – VISTA** |

Volunteer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

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| **For Office Use Only:** |  |
| Time sheet received by (Name of Personnel): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Received | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_ |
| Date Entered into Salesforce | \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ Initial: \_\_\_\_\_\_\_\_ |