RESPITE YOLUNTEER TIME SHEET HOUR	Page 1 of 2								
DATIENT NAME:									
	FAMILY CAREGIVER:								
(Please use a different time sheet for each patient) TYPE OF CONTACT		Week 2	Week 3	Week 4	Week 5	TOTAL			
	Hours	Hours	Hours	Week 4 Hours	Hours	HOURS			
Patient/Family Patient Visit	Hours	Hours	Houis	Hours	Houis	HOUKS			
Phone Call									
Correspondence									
Travel Time									
Visiting Caregiver									
Other									
TOTAL VOLUNTEER HOURS									
(new) MILEAGE transporting									
patients									
(new) MILEAGE travel to & from									
Patient's Home									
TOTAL MILES									
Dates and Comments:									
	<u>a</u>	<u> </u>	270						
Siving a Sift of Time									
P. O. Box 1777 Owosso, MI 48867 (989) 725-1127									
www.respitevolunteers.org ~ office@respitevolunteers.org									

RESPITE VOLUNTEERS OF SHIAWASSEE									
VOLUNTEER TIME SHEET Hours related to Patient/Family Dates and Comments continued:						Page 2 of 2			
Non-Patient Volunteer Ho						TOTAL			
CATEGORIES	Week 1	Week 2	Week 3	Week 4	Week 5	TOTAL			
NON-PATIENT	Hours	Hours	Hours	Hours	Hours	Hours			
Education									
Volunteer/Liaison Meetings									
Office Assistance									
Fund-raising/Public Relations Board Meeting									
Other									
TOTAL HOURS									
	<u> </u>	<u> </u>			۱ <u> </u>				
MILEAGE									
Sub total from Patient/Family hours from page 1									
Sub total from Non-Patient hours from Page 2									
Total Hours									
Sub total miles from page 1									
Sub total miles from page 2									
Total Miles									
PLEASE email, mail or bring these time s	heets to the F	Respite Vol. o <u>j</u>	ffice at the en	d of the mont	h or no				
later than the first week of the next month. This information is VERY IMPORTANT to document the									
difference our program makes in the community! Please call (989) 725-1127 when you need more									
forms or indicate on this form. Thank you	ι!								
Staff Signature	Volunteer Signature								
Date Received									
Mission Statement: A gift of time and	caring cupp	ort to adulte	with porciet	ont hoalth no	ode and				
their families.	Janny Suppr		with persiste	ent nealth ne					
Siving a Gift of Time									

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