

Volunteer Timesheet - <u>Non Patient Care</u>

Grand Valley Volunteers

☐ Heirlooms/Charmed ☐ Tanglewood ☐ Cups Club/Transportation ☐ Orientation/Training ☐ Cups Coffee Sh					Cups Coffee Shop
	Special Events Delta Gala Fashion Show Grand Junction Gala Meeker Gala Montrose Gala Spring Swing Other:	Administrative - Clinical MM ☐ Timesheet or Data Entry ☐ Front Desk/Reception ☐ Education Department - Office Work ☐ Care Center Piano/Music Playing ☐ Bereavement Admin ☐ Bereavement Calls ☐ Bereavement Mailing ☐ Group Facilitator/Adult Group ☐ Cake Baking ☐ Patient Check In-Calls ☐ Sewing Administrative - Non-Clinical NM ☐ Care Center Downstairs Admin/Reception ☐ Facilities/Warehouse Help ☐ IS Department Help ☐ Finance Department - Office Work ☐ Development Department - Office Work ☐ Other: ☐ Other:		Admin/Reception ce Work	
Vol	unteer Name:		S	upervisor/Department:	
Moi	nth*:		Date	Hours Worked**	Mileage
Year:					
	ase only enter hours for on th per timesheet.	e			
**D	o not include travel time ir	ı			
Hours column if you are an Office Volunteer or for any orientation or in-service classes					
Tota	al Monthly Hours:				
Volu	unteer Initials				-
			1		