

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

Meeker Volunteers

	☐ Heirlooms/Charmed ☐ Tanglewood ☐ Cups Club/Transportation ☐ Orientation/Training ☐ Cups Coffee Shop				
	Special Events Administrative - Clinical MM □ Delta Gala □ Timesheet or Data Entry □ Fashion Show □ Front Desk/Reception □ Grand Junction Gala □ Education Department - Office Work □ Montrose Gala □ Bereavement Admin □ Spring Swing □ Bereavement Calls □ Other: □ 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:		
Volu	unteer Name:		s	upervisor/Department:	
Month*:			Date	Hours Worked**	Mileage
Year:					
	ase only enter hours for on th per timesheet.	e			
**Do not include travel time in Hours column if you are an Office Volunteer or for any orientation or in-service classes					
Tote	al Monthly Hours:				
100					
Volunteer Initials					