Volunteer Timesheet - Non-Patient Care
Grand Valley Volunteers

☐ HEIRLOOMS/CHARMED

Special Events	**Administrative—Clinical MM**	**Administrative—Non-Clinical NM**
☐ Delta Gala	☐ Timesheet or Data Entry	☐ Care Center Downstairs Admin/Reception
☐ Fashion Show	☐ Front Desk/Reception	☐ Facilities/Warehouse Help
☐ Grand Junction Gala	☐ Education Dept—Office Work	☐ IT Department Help
☐ Meeker Gala	☐ Care Center Piano/Music	☐ Finance Department – Office Work
☐ Montrose Gala	☐ Bereavement Admin	☐ Development Department – Office Work
☐ Plateau Valley Event	☐ Bereavement Calls	☐ Cake Baking
☐ Other:	☐ Bereavement Mailing	☐ Sewing
_____	☐ Group Facilitator/Adult Group	☐ Suite Bee
	☐ Patient Check-In Calls	☐ Fresh Floral @ Care Center
		☐ Gardens
		☐ Other
		_____

Volunteer Name: _____

Supervisor/Department: _____

Month*:

_____

Year:

_____

***Please only enter hours for one month per timesheet.**

****Do not include travel time in Hours column if you are an Office Volunteer or for any orientation or in-service classes**

Total Monthly Hours:

_____

Volunteer Initials

_____

Date	Hours Worked**	Mileage