

Volunteer Time Sheet Procedures

Once individuals are cleared and a start date is given:

Lake County Volunteer Services will send the first Timesheet "Record of Volunteer/Intern Service" to the supervising department via e-mail with the following instructions to complete the timesheet properly:

1. **Circle on the top of the form either:** Volunteer or Intern
2. **Fill in Month and Year.** Only hours for that month and year are to be listed on the form.
3. **List Name:** Individual's legal name is needed to avoid name discrepancies.
4. **List Job Classification:** The Volunteer's or Intern's position title is required.
5. **List Work location:** This is where the individual physically works. If the individual works at more than one work location, please complete another Record of Service form for that month and year. If individual works e.g., at home or offsite, list the offsite and job classification as **VV** (Virtual Volunteer).
6. **List Date:** Include the month and day
7. **List Hours Worked:** List the number of hours worked on that month and day. Please note our recording of partial hours is the same as the County. i.e., .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, 1.00 = 1 hour
8. **Total Number of Hours Volunteered / Interned this month:** Circle either Volunteered or Interned and complete the number of hours for the month.
9. **Signature of County Representative** must be on the sheet and dated
10. **Signature of Volunteer /Intern** may or may not be on sheet depending on their work schedule.
11. **Future months worked:** Forms can be downloaded off Intranet.

Quarterly Report

Volunteer Services will forward a total of hours worked by volunteers/interns working in your division.

Year End Report

The Department Director will receive a roster of all hours worked and the number of Volunteers by location and the number of service opportunities fulfilled.

Release of volunteer (temporary/permanent) or Gap in volunteer service (over one month)

If a volunteer leaves service during the month, enter last day worked: (date) on the timesheet. If a volunteer is leaving but will return, enter last day worked: (date) and estimated date of return: (date) on the timesheet.

Orientation and Training Volunteer hours will be included in your record of service hours by adding a separate notation of orientation and training hours for each month and day it occurs.

Timesheets MUST BE in by the 10th of the following month.

Accurate and up-to-date records are important. It is essential for volunteers/interns to log their hours each time they complete a volunteer/intern shift. This information is essential for program promotion; grant fund applications; volunteer/intern recognitions and rewards; budget purposes -proof of citizen support, etc.; Workers Compensation incidents; and, property and liability issues.

Accounting for volunteer contributed time helps determine personnel costs for maintaining good customer service and needed programs. Contrary to common belief, the contributions of volunteers are not used to reduce staff and budgets. In fact, the tracking of volunteer/intern time allows the program to exhibit to governing bodies the need for more staff, increased budgets and citizens' endorsement and support.