

St. Mary's County Department of Aging & Human Services RSVP Volunteer Time Sheet

Volunteer Hourly Report Form

(Please use a separate form for each station)

Name: _____

Station: _____

Please record volunteer hours monthly.

Timesheets are due to the RSVP office monthly unless other arrangements are made.

Please mail timesheets to:

St. Mary's County RSVP
P.O. Box 653
41780 Baldrige Street
Leonardtown, Maryland 20650

Both the volunteer and the station supervisor must sign time sheets.

Volunteer Signature

Station Supervisor Signature

*Thank you very much for
volunteering for RSVP!*

If you need additional timesheets or have any questions, contact the RSVP Office at 301-475-4200 ext. *1653

Fax 240-237-8132

Norine.Rowe@stmarysmd.com

www.stmarysmd.com/aging

DATE and ACTIVITY	HOURS SERVED	* MILES
Totals		

* Miles may be entered to track mileage for your income tax purposes. We will send a letter in January with an accounting for your records.