

RurAL CAP Elder Mentor Monthly Timesheet – Page 1

Please Scan and email to eldermentorsfax@ruralcap.org OR fax to 1-866-287-7053

Volunteer Name: _____ School: _____ Month/Year: _____

Mode of Transportation: Car ☐ Transit ☐ ATV ☐ Walk/Bike ☐

Day of month	Service Hours	Training Hours	PTO Hours	Leave Hours	Miles Driven	Lunch provided by site	Brought Lunch from home
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Total							

Leave vs PTO: Volunteers may take leave when they are unable to serve due to things outside of their control e.g.: weather, in-service day, illness etc. Any leave that lasts longer than one week must be pre-approved by RurAL CAP staff. All hours must reflect volunteer schedule set at the beginning of the year. If the volunteer's normal schedule changes inform RurAL CAP. Round all hours to the nearest whole hour (1.5 hours rounds up to 2 hours).

Notes: Explain any leave hours, trainings, or hours served outside of normal schedule

****See reverse side for list of observed holidays. All volunteers will receive 8 hours for holidays if they submit a timesheet for that month.**

For RurAL CAP Staff Only

Staff Approval: _____

By signing below, I certify that this statement and the amount claimed are true and complete to the best of my knowledge. In order to receive a stipend both volunteer and site supervisor must sign, and page 2 must be included.

Volunteer Signature

Date

Site Supervisor Signature

Date

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Activity Detail – This portion must be completed each month and submitted with the timesheet.

Month: _____

New Years Day- Jan. 1st
MLK Jr. Day- 3rd Monday in Jan.
Elizabeth Peratrovich Day- Feb. 16th
Seward's Day- Last Monday in March
Memorial Day- Last Monday in May
Juneteenth- June 19th
Independence Day- July 4th
Labor Day- 1st Monday in Sept.
Thanksgiving- 4th Thursday in Nov.
Native American Heritage Day-Day
after Thanksgiving
Christmas Eve- Dec. 24th
Christmas- Dec. 25th

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Reminder if you are helping any NEW youth that are not on your assignment plan call your coordinator!*