

# Words Alive Volunteer Time Sheet

*DUE BY THE END OF EACH MONTH*



Volunteer Name \_\_\_\_\_

Month \_\_\_\_\_ 20 \_\_\_\_\_

Date	Describe Activity	Indicate # Hours				Total Hours
		Planning	Volunteer Training	Meeting	Program	
	<b>Example:</b> <i>Adolescent Book Group (i.e., session, subcommittee, reader, curriculum selection committee); Early Literacy Intervention (i.e., session, subcommittee); Words Alive Westreich Scholarship (i.e., subcommittee, mentor, selection panel); Lending Libraries; Family Storytime; Outreach; Meeting (i.e., board, board development, ABG, ELI, WAWS, Author's Luncheon); Special Event (i.e., Author's Luncheon); Internship; Office Volunteer; Board Member</i> <b>PLEASE INCLUDE PREPARATION TIME FOR PROGRAM-RELATED ACTIVITIES</b>					
<b>Totals</b>						

Volunteer Signature \_\_\_\_\_

***Thank you for your generous commitment of time and talent to Words Alive!***

Please keep accurate records of your time, and return timesheets to the Words Alive Program Manager by the end of the month.

**These time sheets are essential to accurate reporting of the impact of Words Alive.**