

Faith in Action Volunteers
 Broome County Council of Churches
 3 Otseningo Street, Binghamton, NY 13903
 (607) 724-9130
www.broomecouncil.net

MONTHLY VOLUNTEER TIME SHEET

For the Month of _____

CONGREGATION: _____

VOLUNTEER'S NAME: _____

CARE RECEIVER (S) NAME (S): _____

(You may use this time sheet for more than one Care Receiver)

Please write any notes, changes, or concerns in the Comments section.

DATE	SERVICE PROVIDED (Use codes below)	TIME SPENT Hours/Minutes	COMMENTS

You may use this time sheet for more than one Care Receiver. **Please complete one timesheet each month and return to the Coordinator by the 5th of the following month.**

You may mail, telephone, fax (607-724-9148), send from web site www.broomecouncil.net, click on *Faith in Action* Volunteers, or you may e-mail to jkays@broomecouncil.net.

Service Codes:

1	Visiting	7	Chores	13	Administration
2	Transportation	8	Referrals	14	Other (specify)
3	Respite	9	Repairs	15	Healthier Lifestyle / Weight Loss
4	Shopping	10	Meals	16	Healthier Grocery Shopping
5	Reassurance Calls	11	Housekeeping	17	Healthier Meal Planning
6	Paperwork	12	Assessment	18	Healthier Exercise Planning