Volunteer or Donated Labor Timesheet (Individual)

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project #:

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:

Address:

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: OR Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Refer to the RTP Policy Manual for more information on volunteer or donated labor rates and requirements.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description of Work** | **Hours Worked**  **(From – To)** | **Total Hours** | **Hourly Rate** | **Total Time Value** | **Initials** |
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| **Total Value of Donated Hours . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .** | | | | | $ |  |

Signature of Person Volunteering or Donating Time Date

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Signature of Project Supervisor Date

*Revised April, 2017*