

# Please Report Your Volunteer Hours Today

RSVP Time Sheets are due the 5th of each month for the previous month's volunteer hours.

If you have forgotten to report your time recently, it's no problem, we'd be happy to accept these hours.

- **Reply to this Email or Email** your hours to [TWheeler@seniorservices1.org](mailto:TWheeler@seniorservices1.org) (if you are not requesting reimbursement)
- **Call in** your hours to RSVP at 269-382-0515 ext. 137 (if you are not requesting reimbursement)
- **Mail** Time Sheet to Senior Services at 918 Jasper St., Kalamazoo, MI 49001
- **Drop off** Time Sheet to Senior Services at 918 Jasper St., Kalamazoo, MI 49001
- **Fax** Time Sheet to RSVP at 269382-3189

**Please Note:** No matter which option you use to report your volunteer hours through RSVP, be sure to include the following:

1. Your first and last name
2. Your address, email address, and phone number
3. The names of each organization/program you volunteer for
4. Date(s) you served and number of hours on those date(s)
5. Short description of your work, such as meal delivery, food pantry, medical driver, reading tutor, mentor, board member, clerical, receptionist, etc.

Click here for the [RSVP Partner Agency List](#), including RSVP's Focus Areas

**When you report your hours you validate important information required by RSVP's state and federal funding agencies.**

**It helps achieve goals for volunteer participation for RSVP grants.**

**Reporting your time maintains your active RSVP membership and benefits.**

**We are ready to assist you if you have questions about your service, RSVP Focus Areas or reporting your time, please call us at 269-382-0515.**

## Need an RSVP Time Sheet?

1. Click RSVP Time Sheet to print a copy
2. Call RSVP at 269-382-0515 ext. 137 or email [TWheeler@seniorservices1.org](mailto:TWheeler@seniorservices1.org)
3. RSVP Time Sheets are available at Senior Services of Southwest Michigan

Thanks for volunteering through RSVP! Have questions? Contact RSVP at 269-382-0515 ext. 137 (Tracie W.), ext. 123 (Traci F.), ext. 127 (Kathy C.) or email [TWheeler@seniorservices1.org](mailto:TWheeler@seniorservices1.org).