

# Senior Services



Southwest Michigan

RSVP - Your Invitation to Volunteer

## RSVP Time Sheet

Due to RSVP on or before the 5<sup>th</sup> of each month

Alternate Reporting Methods: You may fax your time sheet to RSVP at 269-382-3189. If you are not requesting reimbursement you may report hours by calling RSVP at 269-382-0515 or emailing TWheeler@seniorservices1.org.

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

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Do you need more time sheets? Yes \_\_\_\_\_ No \_\_\_\_\_ Questions? Call us! 269-382-0515

Reporting your volunteer hours keeps you an active member of RSVP and eligible for membership benefits.

Volunteer Location	Volunteer Activity Description	Date (_/_/_)	# of Hours	# of Miles or transportation cost *

*\* Complete Miles ONLY if you are requesting reimbursement. Monthly reimbursement maximum applies. Reimbursement is for travel to and from your opportunity only (on the job mileage is not eligible).*

**Office Use Only**


**RSVP Staff Initials** \_\_\_\_\_


\_\_\_\_\_  
VOLUNTEER SIGNATURE (required)

\_\_\_\_\_  
SUPERVISOR SIGNATURE (required for reimbursement)

**Your valuable contribution to the community is appreciated. Thank You!** 1/12