Family Service
RSVP–Retired & Senior Volunteer Program
48 Main Street • Champaign • IL 61820
Tel: (217) 359-6500 / fax: (217) 359-6550

Need extra timesheets? Go to www.famservcc.org to download forms. Click on "RSVP Volunteer Hours" on the right side of our homepage.

Volunteers: You may now submit your hours via e-mail to rsvpcomp@gmail.com!

Volunteer Hours Report

Date	Volunteer Signature	Station Name	Volunteer Job (i.e., office work, driver, tutor)	# of Hrs Worked	Free Meal (Yes / No)	Satisfied* (Yes / No)

Volunteers: A total number of hours per station is needed. Please make your signature as clear as possible. Thank you.
*If you indicate that you are not satisfied for any reason an RSVP representative may contact you to discuss the situation.

Volunteers and/or Stations: Please send the completed report to RSVP by the 5th day of the month following the month the volunteer has worked.

Volunteer Supervisor: I verify that the hours of Volunteer Service included in this report were provided to our agency and the volunteer(s) received meals as indicated: _____

(Volunteer Supervisor Signature)

General comments: _____

_____

_____

(RSVP Director/Karen Bodnar)