RSVP Volunteer Hourly Report

Friendship Centers of Emmet County- RSVP - 1322 Anderson Road, Petoskey, MI 49770
231-347-3211 ext. 129 or 130 – Fax 231-347-3795

You may fax or phone in your hours, or you may email the information to:*

mmhornbaker@emmetcoa.org

Name: _____Month/Year _____

DON'T FORGET TO WEAR YOUR RSVP NAME BADGE. *IF YOU NEED ONE PLEASE LET US KNOW!*

Date	**Station** **Where** are you volunteering?	**Volunteer Activity Description** **What** are you doing?	**Hours**	**Mileage** *	V R	V I S

*** Please check here if you request reimbursement. Supervisor's signature required for each station for which you claim mileage. Due to auditing requirements, mileage cannot be reimbursed to anyone who does not have a supervisor's signature on their time sheet.**

Supervisor Signature _____

Supervisor Signature _____

Supervisor Signature _____

***Note: Please mail or deliver this hourly sheet to RSVP by the 5th of the month.**

Mileage can be claimed for the miles from the volunteer's home to the station and from the station to the volunteer's home. RSVP staff may, at their discretion, check mileage claimed against Google Maps mileage.

(Volunteer signature required for ALL sheets, even if mileage reimbursement is not requested.) By signing below, I certify that this statement, and the mileage amounts claimed are true, correct and complete to the best of my knowledge. *I certify that I possessed a valid driver's license and that liability insurance in the minimum amount required by law was in force* at the time of this travel.

* VOLUNTEER SIGNATURE:_____Date_____

Volunteer signature is required for auditing purposes and reimbursement.

Revised 11/04/21

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* VOLUNTEER SIGNATURE:_____Date_____

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