Friendship Centers
OF EMMET COUNTY

Remarkable Senior Volunteer Program
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 submit your hours via fax, phone or email.
mmhornbaker@emmetcoa.org or christy@emmetcoa.org

Name: _____ Month/Year _____

PLEASE 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 *

*** 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.

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**_____

Date	**Station** Where are you volunteering?	**Volunteer Activity Description** What are you doing?	**Hours**	**Mileage** *

Thank you for being a RSVP Volunteer!

Check us out on Facebook “Friendship Centers of Emmet County, Council on Aging”, and on our website emmetcoa.org/rsvp.

Revised 10/15/2024