

MONTHLY TIME SHEET AND ACTIVITY DATA

21, To 20, 20

DAY	DATE	# of HOURS WORKED	ACTIVITY DATA		VOLUNTEERS	
			Notes	CE SPECTATORS	#	HOURS
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL HOURS WEEK #1 (40 HRS MAX)						
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL HOURS WEEK #2 (40 HRS MAX)						
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL HOURS WEEK #3 (40 HRS MAX)						
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL HOURS WEEK #4 (40 HRS MAX)						
SAT						
SUN						
MON						
TUE						
WED						
THUR						
FRI						
TOTAL HOURS WEEK #5 (40 HRS MAX)						
SAT						
SUN						
TOTAL HOURS WEEK #6						
GRAND TOTALS						

Start numbering the days with the 21st in this 1st week's box and continue through the 20th of the following month

AREA NO4
 COMMUNITY CODE # 401
 CENTER _____

NAME: _____
 (LAST) (FIRST) (M.I.)
 PAYROLL #39- _____
 JOB TITLE: _____
 ACTIVITY: _____
 COUNCIL: Reisterstown

 (EMPLOYEE SIGNATURE)

FOR OFFICE USE ONLY

JOB TITLE CODE ACTIVITY CODE

_____ X _____ = _____
 TOTAL HOURS PAY RATE AMOUNT DUE

 STAFF SIGNATURE

 PROGRAM COORDINATOR



Total Hours

Due the 16th of each month by 3:00 pm to the Reisterstown Rec Office, Room 205. Timesheets submitted late will be submitted the following month. Fax acceptable: 410-517-2123.