

## <<Program name/Program Year>> Service Hours

1. Before you begin completing your timesheet, please make sure the two week period dates are correct.
2. Use your time card to enter your start and end time. You **MUST** subtract 30 minutes for lunch if you work 6 or more hours.
3. Identify your hours as fundraising, training, or direct service . Please note hours that are not fundraising or training should be considered direct service.
4. Make sure you sign your timesheet and attach a service log.

WEEK 1	TIME IN	LUNCH START	LUNCH END	TIME OUT	DESCRIPTION OF SERVICE HOURS			
					FUND-RAISING	TRAINING	DIRECT SERVICE	TOTAL
SUNDAY								
MONDAY								0
TUESDAY								0
WEDNESDAY								0
THURSDAY								0
FRIDAY								0
SATURDAY								
					0.00	0.00	0.00	0.00

**.25 = 15 Minutes**

**.50 = 30 Minutes**

**.75 = 45 Minutes**

**\*\*\*TIMESHEETS SHOULD BE SUBMITTED TO THE PROGRAM MANAGER NO LATER THAN TUESDAY FOLLOWING THE TWO-WEEK PERIOD.**

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