

VOLUNTEER OR DONATED LABOR TIMESHEET

Project: _____

Volunteer Name _____ Phone Number _____

Email _____

Time sheet for period from _____ to _____

Date	Hours Worked (From-To)	Description of Work Performed	Initials

Hourly Rate* \$ _____ x Total Hours Worked _____ = \$ _____
Total Value of Hours

**To use a rate higher than minimum wage, the volunteer or donated work must be in the individual's own profession, e.g., professional historian, architect, attorney, IT specialist, secretary, etc. and at their standard rate of pay. A certification regarding the volunteer's profession and usual rate of pay must be retained in Grantee's files. Any pay for the same hours received by the individual from a federal source invalidates their use as volunteer or donated hours.*

Required Signatures:

Signature of Person Volunteering or Donating Time Date

Signature of Project Manager Date