

## SAHELI Volunteer Timesheet

Instructions: Please record your volunteer hours on the day you do your work against the appropriate task. Convert hours to decimal increments (e.g. 15 minutes=.25 hrs, 30min=.5hrs, 45 min=.75hrs). Please submit all hours to rramachandran@saheli-austin.org or fax to 512-777-4539 by the 5th of the month following your volunteer work. Thank you for taking the time to fill out your hours. Doing so ensures that your hard work is properly accounted for.

<b>Name</b>	
<b>Signature</b>	

<b>Month</b>	
<b>Date</b>	

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
(AD)Administrative																															
(AD)Data Entry																															
(CE) Research																															
(CE)Community Education/Outreach Activity																															
(CE)Coordination of Trainings/Presentaion																															
(CE)Graphic Design																															
(CE)Interpretation																															
(CE)Meetings with Community Members																															
(CE)Program Related Meetings																															
(CE)Training																															
(CE)Translation																															
(CE)Website maintenance																															
(DS)Client Accompaniment																															
(DS)Client Long Term Resource Services																															
(DS)Crisis Intervention (advocacy, safety planning, etc)																															
(DS)Helpline																															
(DS)Information and Referral																															
(DS)Interpretation																															
(DS)Legal Advocacy																															
(DS)Program Related Meetings																															
(DS)Research																															
(DS)Support Group Facilitation																															
(DS)Trainings																															
(DS)Translation																															
(EE) Basic Needs																															
(EE)Childcare																															
(EE)Employment																															
(EE)Financial Literacy																															
(EE)Housing																															
(EE)Transportation																															
(FD)Data Entry																															
(FD)Fundraising																															
(FD)Graphic Design																															
(VP)Volunteer Program																															
Miles Travelled DS																															
Miles Travelled EE																															
Miles Travelled CE																															
Miles Travelled FD																															
Miles Travelled AD																															

For Office use Only	
Program Totals	
1010-Administration (AD)	0
2010-SAE (DS)	0
3010-Volunteer Program (VP)	0
4010-Community Education(CE)	0
5010-Fundraising (FD)	0
6010 -Economic Empowerment (EE)	0
Total Miles (DS)	0
Total Miles (EE)	0
Total Miles (CE)	0
Total Miles (FD)	0
Total Miles (AD)	0