



# SENIOR CORPS

68 Route 134, South Dennis, MA 02660

Phone: (508) 394-4630 or (800)-244-4630, Fax. 508-394-0608

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## VOLUNTEER HOURS REPORT

NAME: \_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_

	Date(s)	# of Hours	*** Mileage (if requested)
Agency: _____			
Responsibilities:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Agency: _____			
Responsibilities:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Agency: _____			
Responsibilities:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

\*\*\*\* I am recording mileage for my tax records only: Please check here \_\_\_\_\_

Total Hours Agency 1: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ \*

Total Hours Agency 2: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ \*

Total Hours Agency 3: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ \*

Total Hours this month: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As of June 1, 2011 the mileage cap of 100 miles is in effect. Please be sure to have your mileage/ timesheet in the office by the 10<sup>th</sup> of the month. RSVP mileage reimbursement is subject to fund availability.