Moore County Literacy Council
P.O. Box 1966
Southern Pines, NC 28388
(910) 692-5954

TIME SHEET

For Board and Committee Members

Volunteer Name		
Including the following months:	**Year**	

BI-MONTHLY VOLUNTEER ACTIVITY

List total time spent for the following categories

CATEGORIES OF SERVICE (Indicate month)	DATE	HOURS OF SERVICE*	TRAVEL HOURS*
_____ Board Meeting			
_____ Board Meeting			
_____ Board Meeting			
_____ Committee Meeting			
_____ Committee Meeting			
_____ Committee Meeting			
_____ Committee Meeting			
Add'l phone calls, visits, PR, other			
Add'l phone calls, visits, PR, other			
Add'l phone calls, visits, PR, other			
Add'l phone calls, visits, PR, other			
Add'l phone calls, visits, PR, other			
	TOTAL FOR MONTH		

(*round times to nearest quarter hours)

12/13