### Volunteer Timesheet - Non Patient Care
#### Montrose Volunteers

**Special Events**
- [ ] Montrose Gala
- [ ] Golf Tournament
- [ ] Other: ____________

**Administrative – Clinical MM**
- [ ] Timesheet or Data Entry
- [ ] Front Desk/Clinical Area
- [ ] Bereavement Admin/Calls/Groups
- [ ] Memorial Ceremony Assistance
- [ ] CT Admin/Buddy/Groups/Camps
- [ ] Cake Baking
- [ ] Sewing

**Administrative – Non-Clinical NM**
- [ ] Advisory Board
- [ ] Other Board ____________
- [ ] General Office Work
- [ ] Development Dept. Office Work
- [ ] Library Work
- [ ] Community Outreach
- [ ] Other: ____________

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**Volunteer Name:** ________________________________

**Supervisor/Department:** ________________________________

**Month:**

_________________________

**Year:**

_________________________

*Enter hours for only one month per timesheet.*

**Include travel time in Hours Worked column for all volunteer work EXCEPT office work, orientation/training and on-going education.*

**Date** | **Hours Worked** | **Mileage**
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**Total Hours for Month:**

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**Volunteer Initials:** ________________________________