



Individual Quarterly Time Sheet Purpose

The Corporation for National and Community Service, the federal agency that provides funding for the *Retired and Senior Volunteer Program*, requires that hours served by **RSVP** volunteers and number of people who benefited from this service be documented.

Documentation of dates, hours and number of clients served is essential to prove volunteer service and be eligible to receive the supplemental insurance coverage. To process a claim the carrier must have the documented service hours of a RSVP volunteer.

Timesheets also document the invaluable services and activities you provide to the agency/organization with whom you volunteer and the Council on Aging - the **RSVP** sponsoring agency.

Your recorded hours and number of people served are reported to the Corporation for National and Community Service where they are pooled with **RSVP** volunteer hours nationwide to represent a collective body of hours contributed by RSVP volunteers. CNCS reports the hours served by RSVP volunteers to the federal government. Through this process, the legislators learn of the contributions RSVP volunteers are making to meet critical needs in every community throughout our nation.

RSVP Volunteer hours are tallied and reported quarterly, on **RSVP** timesheets in October, January, March, and July. Each December, four timesheets that covers from October through September of the following year are mailed to you. Please call us if you misplace your timesheets or need extra. NEW- You can go to www.coawfla.org and download a generic time sheet or use the email option to report the hours and people served.

Exceptions:

- Volunteers that volunteer at the Council on Aging please continue mailing your timesheets in monthly even if you use this form.
- Volunteers, whose hours are reported in a group timesheet please discard these notification.
- Volunteers who email their time and people served to our office.



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

RSVP

Lead With Experience

How to process the RSVP Individual Quarterly Time Sheet

OPTION 1

- ✓ Enter Your Name
- ✓ Enter the Name of the Agency where you Served
- ✓ Enter Date(S) you served
- ✓ Enter the hours you served
- ✓ Enter the number of people you serve each time you volunteered
- ✓ NOTE: If you serve the SAME people each time you volunteered only enter that number the first time of the month you volunteered for that station
- ✓ Sign your time sheet
- ✓ Date your time sheet
- ✓ Ask the Agency Supervisor you are working with to sign and date your time sheet.

You are ready to send it in your time sheet; you can mail, or fax it to our office:

- FAX Number 850-479-7986,
- Mail to : COAWFLA/ RSVP, PO Box 17066, Pensacola, FL 32522-7066
- Fold the “Timesheet”, and use the opposite side as your cover, staple, stamp and return to us.

OPTION 2

- **WELCOME TO THE FUTURE;** you CAN e-mail your time sheets, your electronic transmission will substitute your signature and we will certify hours with your STATION supervisor. If you would like a time sheet e-mailed to you please make your request at rgonzalez@coawfla.org or volunteercoordinator@coawfla.org Second option, you may just put the information about your hours, people served and name of the agency where you provided your service in the body of the email.

If you have any questions concerning how to report your time please call the **RSVP** Office at 432-1475 ext. 410. We are here to serve you as you serve others.

