



VOLUNTEER Hour Report

Attention RSVP Volunteers: Please use this form to track your monthly hours.
Please submit hours by the 15th of the month following your service dates.
For example, if you volunteered in September, hours are due October 15.

Volunteer Name: _____ Month: _____ 20____

Please Print Clearly.				Mileage Reimbursement			
Date	Agency/Station	Job Description	Hours	Odometer Reading		Office Use	
				Start	Finish	Total Miles	Super. Initials

Signature: _____

RSVP Staff: _____

YWCA RSVP
1201 N. Hershey Rd. Bloomington, IL 61704
Phone (309) 662-0461 ext. 314 Fax (309) 662-4506

**Additional hour report forms can be downloaded or reported online
from the YWCA website: www.ywcamclean.org
Hour Reports can be sent to:
Kimberly McCormick at kmccormick@ywcamclean.org**