eliminating racism
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ywca

AmeriCorps Seniors

VOLUNTEER Hour Report – Appendix C

Attention RSVP Volunteers: Please use this form to track your monthly hours. ***Submit hours by the 10th of the month following your service dates.*** For example, if you volunteered in September, hours are due October 10.

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
Fax (309) 662-4506

Note: mileage can only be reimbursed if RSVP has received a copy of your auto insurance card.

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