Council on Rural Services
programs for innovative learning

RSVP VOLUNTEER REPORT

Retired and Senior Volunteer Program
Monthly Hour Sheet

COUNTY:
- ❑ Champaign
- ❑ Darke
- ❑ Logan
- ❑ Shelby
- ❑ Miami

INSTRUCTIONS:

1. Complete the volunteer section with your name, address, and county you volunteer in.
2. Fill in the dates you worked, where you worked, and the total number of hours you worked that day.
3. You Must sign and have the Site Supervisor sign on this form at the end of each month.

Volunteer Name: _____ Month of: _____
(Please Print)

Volunteer Signature: _____ Date: _____

New address: _____ City: _____ Zip: _____

DATE WORKED	SITE and POSITION	HOURS	MILEAGE (Optional)
* *Although RSVP does not reimburse volunteers for mileage expenses, volunteers may request reimbursement from the Internal Revenue Service on their yearly tax returns. The standard mileage rate for use of a car in charitable service is $0.14 per mile. Retain a copy of this form for your tax records. Please consult a tax professional for details.*			
			TOTALS

Site Supervisor Signature Date

County Coordinator Signature Date