

**General Guidelines:** This form is used to keep track of the number of hours volunteered by an individual, to enable the placement organisation to verify hours for certificates.

<b>Name of Volunteer</b> <b>Volunteer role</b> <b>Organisation Name</b> <b>Start date</b>	This information must be completed on each new timesheet. The start date should correspond to the start date on the You-Vol Registration Form
<b>Date</b>	This date will be used when issuing certificates therefore it is important to ensure an actual date is entered rather than a week or month. <b>Please ensure dates are chronologically correct.</b>
<b>No of Hours</b>	The You-Vol Award recognises <b>all</b> time committed to a volunteering opportunity. The following commitments contribute towards YVA hours: <ul style="list-style-type: none"> <li>✓ Time spent on actual volunteering activity</li> <li>✓ Time spent on training courses undertaken as part of volunteer role</li> <li>✓ Time spent in support &amp; supervision sessions at placement</li> <li>✓ Review meetings at placement organisation or Volunteer Centre</li> <li>✓ Volunteer team meetings</li> <li>✓ Travel to and from any of the above where it exceeds 30 minutes</li> <li>✓ All events attended representing the placement Organisation</li> </ul>
<b>Cumulative total</b>	The cumulative total allows the Organisation to quickly determine when a volunteer has reached 50, 100 or 200 hours of volunteering at which time a certificate request should be raised.
<b>Supervisor's Initials</b>	The Volunteer Manager/Supervisor should verify the number of hours volunteered.
<b>Volunteer signature &amp; Date</b>	The volunteer should be asked to sign and date each complete timesheet.