VOLUNTEER OR DONATED LABOR TIME SHEET

CLG_____**Project** _____

Volunteer Name: _____

Phone Number_____

Mailing Address: _____

Time sheet for period from_____to _____

Date	Hours Worked (From-To)	Description	Initials

Hourly Rate* $_____X Total Hours Worked_____= $_____
Total Value of Hours This Sheet

**To use a rate higher than minimum wage, the volunteer or donated work must be in the individual's own profession, i.e., professional historian, architect, attorney, IT specialist, secretary, etc. and at their standard rate of pay. A certification regarding the volunteer's profession and usual rate of pay must be retained in Grantee files. Any pay for the same hours received by the individual from a federal source invalidates their use as volunteer or donated hours.*

Required Signatures:

_____

Signature of Person Volunteering or Donating Time **Date**

_____

Signature of Project Manager **Date**