

PRIDESTRONG VOLUNTEER TIMESHEET ~ SAMPLE ~

Use this form to keep detailed records of your volunteer hours and activities. When you're ready to complete the Volunteer Report Survey, the information you record here is exactly what you'll need. You can always find the current survey at pridestrong.com/survey

Here's a sample to show how to complete the timesheet. Notice how different units of numbers get entered in each row, such as hours you worked, number of animals you helped, and distance you traveled.	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL THIS WEEK	+ PREVIOUS TOTAL	= CUMULATIVE TOTAL
TODAY'S DATE	9/18	9/19	9/20	9/21	9/22	9/23	9/24			
HOURS VOLUNTEERED	1	0	0	0	2	4	0	7	20	27

COUNTING ANIMALS

Write in each type of animal you helped, example: dog. For each day you volunteer, fill in how many animals of each kind you helped:

animal 1: DOG	1 dog					2 dogs		3 dogs	11 dogs	14 dogs
animal 2: CAT					5 cats			5 cats	6 cats	11 cats

DISTANCE

For each day, enter the distance you traveled and walked/exercised animals. The survey allows you to enter either miles or kilometers

traveled to the organization	5 miles				5 miles	5 miles		15 miles	30 miles	45 miles
walked / exercised animals	1 mi					2 miles		3 miles	6 miles	9 miles

Each week, add up each row on the timesheet for "TOTAL THIS WEEK"
 Transfer Cumulative Total from your previous timesheet to "PREVIOUS TOTAL"
 "TOTAL THIS WEEK" + "PREVIOUS TOTAL" = YOUR NEW "CUMULATIVE TOTAL"
 Cumulative Totals are the numbers you'll enter in the Volunteer Report Survey for a given time period, for example January through March. Your Cumulative Total starts over for your next reporting period, for example, April through June.

A + B = C