



TIMESHEETS

March 1, 2011 – Feb 29, 2012

For the month of: _____

HOUSEHOLD INFORMATION		
	<input type="checkbox"/> Single Parent	
	<input type="checkbox"/> Two-Parent	
(please print)	LAST	FIRST
Parent's Name:		
Oldest Child's Name:		
Room Number:		

Date(s) of Service	Description	Hours
	<input type="checkbox"/> Scheduled Yard Duty <i>Please check when completed</i>	
<i>Total from other side</i>		
TOTAL HOURS		

Parent's Signature *Date*

Please submit Volunteer Timesheets by the 10th of the following month.

- To submit completed timesheets:**
- Return in Wednesday envelope
 - File in Volunteer folder in School Office

Timesheets can also be submitted electronically:

- Visit St. Matthew's web site, www.stmatthewcath.org and complete Volunteer form.

