

Note to volunteer: If you log your own timesheet, immediately after completing your December hours please total your hours on the front of this form, make a copy for yourself, and give the original to your volunteer supervisor/support person.

Note to volunteer supervisor/support person: Please correct and/or complete information on the front if needed, copy timesheet for your file and forward the original to the CCBDD Volunteer Program Office (1275 Lakeside Ave. East • Cleveland 44114) by January 31.

Prompt receipt of these sheets is necessary for statistical purposes and to assure that eligible volunteers (36+ volunteer hours) receive an invitation to CCBDD's Annual Board Recognition. Thanks!!

	July		August		September		October		November		December	
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Comments/Notes: _____
