Volunteer or Donated Labor Timesheet

Project Title: _____ Project #: _____

Volunteer Name: _____ Phone # _____

Address: _____

_____

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project.
Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Rates for volunteer should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. The time of a person donating services will be valued at the rate of pay as a general laborer unless the person is professionally skilled in the work being performed on the project (mason doing work on a retaining wall). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor. A list can be found at http://www.access.gpo.gov/davisbacon/or.html Or

Date	Hourly Rate	Hours Worked (From – To)	Description of Work	Initials

_____

Signature of Person Volunteering or Donating Time Date

_____

Project Supervisor Signature Date

Total Hours Worked _____ X _____ = _____

Rate of Pay **Total Value of Hours This Sheet**