WSU Lewis County Extension

4-H Leader Volunteer Timesheet

Club or County Group Name:

Your Name:

Please record One Quarter Only on each Time Sheet	Check One	Due Date
	Jan - Mar	Apr 15
	Apr - Jun	Jul 15
	Jul - Sep	Oct 15
	Oct - Dec	Dec 31

Note due date change for 4th quarter to Dec. 31

DATE	DESCRIPTION OF ACTIVITY / EVENT	HOURS EARNED					NUMBER OF CONTACTS Use actual numbers - not check marks									
		Adult Outreach	Youth Outreach	Prog. Support	Cont. Educ	Fund raising	WH	BL	AI	HS	AS	M	F	Y	A	TOTAL
TOTALS																

Abbreviations: **WH-**White **BL-**Black/Afr-Am **AI-**Am Ind **HS-**Hispanic **AS-**Asian/PacIsl **M-**Male **F-**Female **Y-**Youth **A-**Adult

Outreach: Distinguish between adult and youth audiences. Includes educational activities and preparation, e.g. classes, summer sewing, talks, fair, community events, school enrichment or after school activities.

Support: Business meetings, telephone/email tree, office assistance, fundraising, officer duties, Club, Project or Council meetings, Trust Fund meetings, Livestock Sale, Fair Board, Horse Committee meetings.

Cont. Education: Attending seminars, workshops, after business meeting learning sessions, advanced training opportunities related to 4-H projects and programs.

Travel: Travel time to and from events or mileage traveled DOES NOT count towards volunteer hours.

TOTAL HOURS THIS QUARTER			
Adult	Youth	Supp	CE

Bring a copy to monthly meeting or send a copy to:

Pam Watson, 4-H Program Asst.
c/o WSU Lewis County Extension
351 NW North St, Chehalis WA 98532

Cooperating agencies: WSU, USDA & Lewis County. WSU Extension programs are available to all without discrimination. Evidence of noncompliance may be reported through your local office.