WSU Lewis County Extension CTA Time Sheet

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

Your Name _____

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

Cont. Education: Attending seminars, workshops, after business meeting learning sessions, advanced training opportunities related to sewing and textiles.

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:

Anita Morgan, CTA
c/o WSU Lewis County Extension
351 NW North St, Chehalis WA 98532