WSU Lewis County Extension FSA Time Sheet

Check One		Due Date
	Jan - Mar	Apr 15
	Apr - Jun	Jul 15
	Jul - Sep	Oct 15
	Oct - Dec	**Dec 31**

Your Name: _____

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	Support	Cont. Educ		WH	BL	AI	HS	AS	M	F	Y	A	IRS mileage
TOTALS																

Key: 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, gauge testing, talks, workshops, classes, fair, community events, school enrichment or after school

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 doesn't count towards volunteer hours but may be useful for your IRS records.*

TOTAL HOURS THIS QUARTER			
Adult	Youth	Supp	CE

Keep a copy for your files and send a copy to:

WSU Lewis County Extension
351 NW North St, Chehalis WA 98532