



**Family Service**  
 RSVP-Retired & Senior  
 Volunteer Program

2102 Windsor Place, Suite 3 • Champaign • IL 61820

Tel: (217) 359-6500

Need extra timesheets? Go to [www.famservcc.org](http://www.famservcc.org) to download forms. The RSVP timesheet is available to print from the RSVP Program page and the Volunteers Form page.

Volunteers: You may now submit your hours via e-mail to [rsvpcomp@gmail.com](mailto:rsvpcomp@gmail.com).

**Volunteer Hours Report**

Date	Volunteer Signature	Station Name	Volunteer Job (i.e., office work, driver, tutor)	# of Hrs Worked	Clients Served	Satisfied* (Yes / No)

Volunteers: A total number of hours per station is needed. Please make your signature as clear as possible. Thank you.  
 \*If you indicate that you are not satisfied for any reason an RSVP representative may contact you to discuss the situation.

Volunteers and/or Stations: Please send the completed report to RSVP by the 5th day of the month following the month the volunteer has worked.

Volunteer Supervisor: I verify that the hours of Volunteer Service included in this report were provided to our agency:

General comments: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**(Volunteer Supervisor Signature)**

\_\_\_\_\_  
**(RSVP Director)**