

The Monthly Time Report has been updated to reflect the AmeriCorps Seniors brand and also (hopefully) to make filling it out easier to read. Attached please find the new fillable form, as well as a non-fillable version PDF for your convenience.

**FILLABLE FORM:** You have to select "enable Editing" at the top (in yellow) because this is a protected form. Then "SAVE AS" to your desktop so you can easily find it each month. Once you complete the top portion (Contact Information) you will not need to do that each month. The Month and Year are drop down menus and the rest is the same as before. I've added the # of People Served column for convenience. There's a place to leave me a message, if you want to do that. Once you've completed the form, you can save it, (name it Jan 2022, Feb 2022, etc) and then attach it to an email to me by the 7th of each month. It should work!!

**NON-FILLABLE FORM PDF:** If you don't want to use the fillable form, you can always print out the Non-Fillable form and complete it by hand. There is a PDF non-fillable form attached as well.

HERE IS WHAT THE FILLABLE FORM LOOKS LIKE. THE PROTECTION WILL ONLY ALLOW YOU TO COMPLETE THE GRAY COLOR AREAS AND CHOOSE FROM THE DROP DOWN MENU.



# RSVP VOLUNTEER MONTHLY TIME REPORT

Thank you for your participation!

**Instructions:** Use TAB to navigate through the form. Be sure to include your Electronic Signature at the bottom. "SAVE AS" to your desktop for easy access. RETURN form by the 7<sup>th</sup> of the following month. Attach to email to [mtwritz@monroecountypa.gov](mailto:mtwritz@monroecountypa.gov), fax to 570-420-3732 or drop off/mail to RSVP 411 Main Street Suite 102B Stroudsburg, PA 18360

## VOLUNTEER CONTACT INFORMATION

NAME		EMAIL	
STREET		CITY	ZIP
PHONE		CELL	

## Please use one time sheet for all assignments for the month.

MONTH	JANUARY	YEAR	2022
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SITE	ASSIGNMENT	Total Hours	# People Served
Where are you volunteering?	What are you doing?	How many hours? Whole Numbers only	How many people benefitted?

ELECTRONIC SIGNATURE: \_\_\_\_\_

This electronic signature confirms that all the information contained herein is true.

MESSAGE TO RSVP DIRECTOR: \_\_\_\_\_

HERE WHAT THE NON-FILLABLE PDF LOOKS LIKE. YOU CAN PRINT IT OUT AND COMPLETE IT BY HAND.



**AmeriCorps  
Seniors**

## RSVP VOLUNTEER MONTHLY TIME REPORT

**Thank you for your participation!**

Please complete this form and RETURN form by the 7<sup>th</sup> of the following month.

You can scan & attach to [mturitz@monroecountypa.gov](mailto:mturitz@monroecountypa.gov),  
fax to 570-420-3732 or drop off/mail to RSVP 411 Main Street Suite 102B  
Stroudsburg, PA 18360 . Thank you.

### VOLUNTEER CONTACT INFORMATION

NAME		EMAIL	
STREET		CITY	ZIP
PHONE		CELL	

Please use one time sheet for all assignments for the month.

MONTH		YEAR	
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SITE	ASSIGNMENT	Total Hours	# People Served
Where are you volunteering?	What are you doing?	How many hours? Whole Numbers only	How many people benefitted?

SIGNATURE:

X \_\_\_\_\_

MESSAGE TO RSVP DIRECTOR: