THE RETIRED AND SENIOR VOLUNTEER PROGRAM
RSVP of Lake County
W-E Tech Center, 25 Public Square
Willoughby, OH 44094 (440) 269-3015

MONTHLY ATTENDANCE REPORT

Return this form no later than the 5th of each month for the previous month

NAME _____ **MONTH:** _____.

VOLUNTEER STATION _____.

ASSIGNMENT DESCRIPTION	DATE	HOURS
TOTAL HOURS		

VOLUNTEER'S SIGNATURE _____

SUPERVISOR OR PAID STAFF MEMBER SIGNATURE:_____

NOTE: All forms must have the appropriate signatures before returning to the RSVP office.