



# Monterey Bay RSVP

Sponsored by  
 The Volunteer Centers of Santa Cruz County  
 1740 17<sup>th</sup> Ave. Santa Cruz, Ca 95062  
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 Phone-831-427-5070 Fax: 831-423-6267

## RSVP Volunteer Time Sheet and Reimbursement Request

Name (please print): \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Month of: \_\_\_\_\_, 20\_\_ Email: \_\_\_\_\_

Please return to RSVP by the 15th of the month. Total reimbursement limit of \$10.00 per month. Reimbursement checks will be sent on a quarterly basis. Time sheet must be signed by a supervisor to get reimbursed.

Date	Volunteer Station	# of Hours	Auto Miles	Bus	For Office Use	
					Month	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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26						
27						
28						
29						
30						
31						
TOTALS						

SIGNATURE OF VOLUNTEER \_\_\_\_\_

REIMBURSEMENT REQUESTED

SIGNATURE OF SUPERVISOR \_\_\_\_\_

YES NO