

COURT REFERRAL PROGRAM TIME SHEET
 Volunteer Center of Sonoma County
 153 Stony Circle, Ste 100, Santa Rosa, CA 95401
 Phone: 707/573-3360 Fax:707/573-3370

Name: _____

Phone number 707 _____

Case Number SCR _____ 3

has been assigned **25** hours to be completed by **6/1/2011**

No work to be done past this completion date unless authorized by Court Referral Program Staff.

This time sheet authorizes work only at the agency entered below.

This time sheet should remain at the agency while work is being performed.

A copy of this sheet, or a record of work done, should be retained at the agency for record keeping.

This sheet must be returned to the Court Referral Program in order to receive credit for work.

Date referred 4/21/2011

Caseworker COURT REFERRAL

Agency name _____

address _____

Agency coordinator _____

Agency Phone _____

Agency FAX Number _____

SAMPLE ONLY: YOU MUST SIGN UP FIRST WITH THE VOL. CTR.

Date	Time in	Time out	Hours for day	Staff person's initial	Cumulative Total
5/12/11	8:00 AM	1:00 PM	5 HRS	RD	
5/14/11	9:00 AM	2:30 PM	5 HRS	RD	
5/16/11	10:15 AM	3:15 PM	5 HRS	RD	
5/18/11	8:00 AM	1:00 PM	5 HRS	RD	
5/20/11	9:00 AM	2:00 PM	5 HRS	RD	

Hours completed: 25 HRS Comments: HARD WORKER

I certify under penalty of perjury that this document records actual hours worked by this person at this work site.

Print Staff Person's Name : _____

Staff Person's Signature: _____

Date May 27, 2011