**GUIDELINES:**

1. **Keep a daily record** of hours spent on your Foster Grandparent volunteer assignment.
	1. This can be as simple as a piece of paper held by a magnet on a refrigerator.
	2. At the end of the month, use your record to complete the official timesheet.
	3. If you are assigned to more than one child, include his/her name for each entry.
	4. Record miles or public transportation fees for getting to & from your assignment.
	5. Save public transportation receipts to be turned in with your timesheets.
	6. Record miles /fees for to and from other FG functions you attend.
2. **Fill out the timesheet** given to you at each monthly In-service Training session, or
	1. Fill one out electronically: (go to http://nau.edu/SBS/CSI/Programs/Foster-Grandparent/

a. click on NAU Foster Grandparent Program, b. under FGP FORMS, click on FGP Timesheet, c. on the blue line at the bottom of the screen, click on the month you want, d. enter the numbers.)

* 1. Your teacher(s), principal, and or school supervisor may print one from a computer file sent to your school (assignment) each year.
	2. Ask your School Leader for one.
	3. As a last resort, call Melissa Hernandez, the FG Program Coordinator.
1. **Transfer your daily record** information onto the timesheet.
2. **Use decimals, rounded to half hours** (.5),as per DIRECTIONS at the top of timesheet.

**INSTRUCTIONS: Follow these instructions to insure the timely arrival of your check.**

1. The **'Direct Service'** column includes ***time spent doing your volunteer assignment***.
	1. Time with your assigned students.
	2. Time meeting with your teacher(s)/supervisor/principal.
	3. Time helping your teacher(s)/supervisor/principal.
	4. Time preparing and revising your 'lesson plans'.
	5. All above time shall not exceed eight (8) hours in any one day.
2. The **'Training'** column includes ***time spent related to doing your volunteer assignment***.
	1. Time at monthly FG In-service Training (Always four hours per month).
	2. Program Coordinator may approve other training.
	3. Time at school (assignment) required **training** sessions (not meetings).
	4. Time at official Foster Grandparent functions (Recognition, etc.).
3. The **'Holiday'** column is for ***time you would have spent on holidays***.
	1. Time you would have spent on 'official' holiday that you would have typically volunteered (on timesheet).
	2. The Program Coordinator may substitute local ones for those on the timesheet.
	3. Enter your average daily hours for **this** month only.
4. The **'Leave'** column is for ***time you would have spent if not on leave***.
	1. You must have accumulated leave time to claim leave time.
	2. Enter time you would have typically volunteered for **this** month only.
5. The ‘**Students Served’** (initials) are the student(s) you tutored with that day.
6. The **'Mileage Reimbursement'** column is for ***travel necessary to fulfill your assignment***.
	1. Automobile or public transportation to and from your assignment is eligible.
	2. Mileage to and from other FG functions will vary.
	3. For a day when you are at your assignment and also attend a FG, you may enter the miles or fees getting from there to the function and back to your home.
7. The **'Meals Brought or Purchased'** column isfor ***meals provided by you.***
	1. Enter each meal brought or purchased by you for each day at your assignment.
	2. Do not enter any food donated by your assigned site or at a FG function.
8. The **'Donated Meals'** column is for ***meals you did not buy.***
	1. Enter each meal donated by your assigned site for each day it did so.
	2. Do not enter any food you brought or purchased to your job or FG function.
9. **Add** all numbers & enter subtotals, then **add** all subtotals & enter totals. ***DOUBLECHECK!***
10. **Certify** accuracy (numbers) & validity (Drivers License) by signing the Certification box.
11. **Verify** by having your school-assigned Site Supervisor ***print and sign*** in the Verification box.
12. Do **not** attach your daily record to the timesheet unless you are asked to do so.
13. **Turn in** the original copy **with both signatures** at the monthly In-service Training.

*Timesheets inaccurate, without both signatures will be returned and checks will be delayed.*