

VOLUNTEER OR DONATED LABOR TIME SHEET

CLG _____ Project _____

Volunteer Name _____ Phone Number _____
 Address _____

Time sheet for period from _____ to _____

Date	Hours Worked (From-To)	Description	Initials

Hourly Rate* \$ _____ X Total Hours Worked _____ = \$ _____
Total Value of Hours This Sheet

**To use a rate higher than minimum wage, the volunteer or donated work must be in the individual's own profession, i.e., professional historian, architect, attorney, IT specialist, secretary, etc. and at their standard rate of pay. A certification regarding the volunteer's profession and usual rate of pay must be retained in Grantee files. Any pay for the same hours received by the individual from a federal source invalidates their use as volunteer or donated hours.*

Required Signatures:

 Signature of Person Volunteering or Donating Time Date

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Signature of Project Manager

Date