

# NHCO Faith in Action - Volunteer Time Sheet

*(Please turn in your timesheet by the first Friday of each month following the month you volunteered)*

**CONTACT:**  
 NHCO North Boroughs  
 412-307-0069  
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**Report Month** \_\_\_\_\_

**Volunteer** \_\_\_\_\_

Date	Care receiver	Begin time*	End time*	CH	ERR	HOLG	MEAL	MEDT	MOTH	PTD	RELS	SEAPR	SFS	SHOP	SOC	VOLR	TM**

\* **Begin Time** is the time of day you leave your house to start volunteer activity rounded up to the next quarter hour.  
 \* **End Time** is the time of day you return home (or resume your own daily activities) rounded up to the next quarter hour.

**\*\*TM - TOTAL MILEAGE for the day**

**CH** – chores/repairs    **ERR** – errands/ errands transportation    **HOLG-** holiday gift delivered    **MEAL** – meal delivered  
**MEDT** – medical appt. transportation/ pharmacy    **MOTH** – misc. other transportation    **PTD** – pantry delivery/ transport to  
**RELS** – transportation to religious services    **SEAPR** – seasonal projects    **SFS** – Safety for Seniors    **SHOP** – grocery shopping/ doing or taking  
**SOC** – visit/ phone calls/ mail    **VOLR** - respite

**Volunteer Signature** \_\_\_\_\_

*(Time sheets must be signed by volunteer for insurance purposes)*

**Our Mission** - North Hills Community Outreach is an interfaith organization addressing the needs of people in crisis, hardship and poverty.  
**Our Vision** - Northern Allegheny County is a sharing community where no one is cold, hungry or alone.