

Volunteer Timesheet

USDA Forest Service

FS-1800-25 (5/2007)
OMB 0596-0080 (10/2010)

Volunteer Timesheet					
Name of Volunteer: _____			Name of Supervisor: _____		
Month / Year: _____			Approximate Grade Level of Work: _____		
Enter the actual (or estimated) number of hours volunteered next to the corresponding date. If no hours were volunteered, enter a "0" or leave blank.					
Date	Hours	Date	Hours	Date	Hours
1		12		23	
2		13		24	
3		14		25	
4		15		26	
5		16		27	
6		17		28	
7		18		29	
8		19		30	
9		20		31	
10		21			
11		22			
TOTAL HOURS FOR THE MONTH: _____					
SIGNATURES					
Volunteer: _____			Date: _____		
Supervisor: _____			Date: _____		
COMMENTS / ADDITIONAL INFORMATION:					
Note : Information from this timesheet will be used for the Volunteers Annual Report, form FS-1800-24 Burden Statement According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0080. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer. Privacy Act Statement Collection and use is covered by Privacy Act System of Records USDA/OP-1 and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes acceptance of the information requested on this form. The data will be used to maintain official records of volunteers of the USDA Forest Service for the purposes of tort claims and injury compensation. Furnishing this data is voluntary, however if this form is incomplete, enrollment in the program cannot proceed.					