

FORWARD TO HUMAN RESOURCES AFTER COMPLETION #21

**VOLUNTEER
TIME SHEET
POLK STATE COLLEGE**

DATE	NAME	SERVICE	AREA	TIME IN	TIME OUT

Instructions to supervisor: This volunteer time sheet (VTS) is a Workers Compensation audit document. All service provided to PSC must be logged for each volunteer. Please complete a line for each person and each event of service. (See Procedure 6064 paragraph IV B and V B)

Supervisor or shift leader responsible for the above entries.

Volunteer name _____

Signature _____