Volunteer Timesheets

Month: _____ **2008**

Region:

extended families australia

supporting families of children with a disability

	Volunteer	Second Volunteer
Name		
Signature		

Date	Start Time	Finish Time	Type of Visit / Event	Child's Name	Office Use

Thankyou for your valuable contribution to the lives of children with a disability and their family. EFA appreciates your wonderful support to help families on our community.

Extended Families Australia – Creating Opportunities through Friendship

Comments about visits and / or comments or questions for your Regional Co-ordinator.

Please return Time Sheets to your Regional Coordinator (by 7 days after the end of the month) at Peer Support or via Reply Paid envelope provided. Please make a special effort to get timesheets for the end of the quarter (March, June, September and December) in **ASAP** – We have to complete DHS data return by the 7th of the following month, a requirement of DHS funding.

Rates as of 1/11/06: Visit less than 8 hours = $10. Visit more than 8 hours and up to 24 hours = $12. Peer Support Meeting / Fundraising Event = $5. No payment for phone calls, but phone calls over 20 mins should be recorded on the sheet. **Note:** Payments are capped at 2 visits a week and payment for regular transporting of children or very short visits will be negotiated separately.

Please Note

- Time sheets / records of contacts are mandatory – they are required for data and accountability purposes i.e. statistical reporting to DHS (funding body), for EFA's own data and to ensure monitoring of activity done as part of EFA.
- Payments should be seen as a 'cost allowance' or reimbursement. Payments are to assist with the costs of volunteering, to reduce barriers to volunteering and make it possible for all to participate.
- EFA understands that some volunteers are reluctant to accept any payment or reimbursement. EFA provides volunteers with a choice. Payments are offered to all volunteers; however volunteers can choose to donate it back to the organisation. A receipt for donations will be provided annually. Even if you do not want payment and donate it to EFA, we still need this time sheet.
- Payments are made direct into the bank account you have provided. If you wish to change bank accounts, or change to or from donation method, please complete a new banking form available from your Regional Coordinator.