

Helpful Hints for Completing the NCVC Time Sheet

Who should use the NCVC time sheet?

1. If you are 55 or older, and do not request partial mileage reimbursement through RSVP.
2. If you are 54 or younger.

Why should I report my volunteer community service hours?

1. Join hundreds of volunteers in celebrating individual and group accomplishments.
2. Receive an invitation to NCVC's annual Volunteer Recognition Luncheon.
3. Remain on NCVC mailing list for quarterly newsletter, which showcases volunteers at over 100 sites, advertises current volunteer position vacancies, and encourages fellow volunteers.

How do I fill out the NCVC time sheet?

1. **Do not use "white out". Do not erase.** To make a correction, draw a line through any incorrect information, write the correction, then initial the error.
2. In the **Site/Assignment** line, indicate where you volunteered. Examples include:
 - Hospice of CC/Thrift Shop/Inv.
 - NCVC Clowns/Holiday Parade
3. Count only the hours of service at the volunteer assignment site, not travel time to/from home. List additional entries on plain paper and attach if needed.

When and how should I submit the NCVC time sheet?

1. NCVC time sheets should be submitted at least monthly, preferably by the 10th of each month. NCVC staff members are required to complete monthly reports on this data.
2. You may mail, fax (527-5520), or hand deliver the time sheets to the NCVC office.

**Nature Coast Volunteer Center
Lecanto Government Building
3600 W. Sovereign Path, Suite 178
Lecanto, FL 34461-7718**

3. You may e-mail your volunteer hours to ncvc@bocc.citrus.fl.us.

Who can I call for assistance?

Call NCVC at 527-5423, 5427, and 5430--or visit our office between 8 a.m. and 5 p.m. weekdays--to request help with completing time sheets or to request additional time sheets.

Thank you! Reporting volunteer hours helps NCVC to recognize many volunteers who serve with dedication and enthusiasm throughout Citrus County each and every day.

**"Life's most persistent and urgent questions is:
What are you doing for others?"
-Martin Luther King jr.**

