



151 Charlotte Street, Canandaigua, NY 14424

## Volunteer Quarterly Time Card

**20\_\_**

1<sup>st</sup> Quarter 10/1-12/31  
 2<sup>nd</sup> Quarter 1/1-3/31  
 3<sup>rd</sup> Quarter 4/1-6/30  
 4<sup>th</sup> Quarter 7/1 - 9/30

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ State: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Vol. Position(s): \_\_\_\_\_

Month \_\_\_\_\_ 20\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
x1.5						
x1.5						
x1.5						
x1.5						

Monthly total: \_\_\_\_\_

Month \_\_\_\_\_ 20\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
x1.5						
x1.5						
x1.5						
x1.5						

Monthly total: \_\_\_\_\_

Month \_\_\_\_\_ 20\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
x1.5						
x1.5						
x1.5						
x1.5						

Monthly total: \_\_\_\_\_

End Total: \_\_\_\_\_

Include your **TRAVEL TIME** to and from Sonnenberg. Don't forget that Sundays equal *time and a half while holidays* (New Year's Day, Memorial Day, fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve) *count as double time*.

Please return this form to either the GARDENER'S COTTAGE or by email to [info@sonnenberg.org](mailto:info@sonnenberg.org) by the 15<sup>th</sup> of the month following conclusion of this report.

Tear off strip for your records: # of trips \_\_\_\_\_ Quarterly Hours Total \_\_\_\_\_