



# Top 10 Rules about Timesheets

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1. **Use Ink!** - Only use ink when writing on and signing your timesheet. Handwritten only. No Typing.
2. **Sign & Date** -Always make sure you have signed and dated your timesheet.
3. **One person per timesheet** (Only exception, if using the Group Vol. Time/Mileage Timesheet.).
4. **One project per timesheet** – Use a different timesheet for each project: ex. Bat survey, wood duck box building, and deer check, should all be on separate survey forms. Different tasks within the same project can be on the same timesheet, ex. The Herring Count project – fish counts, count site maintenance, and board cleaning could all be on one sheet, as they are all facets relating to the Herring Count project.
5. **One entry line per date/per visit** to site. If more room is needed, make a copy of or request another timesheet (A blank timesheet is located in back of the Handbook if you need to make extra copies.)
6. **Use a service like Google Maps or your GPS** to provide you with accurate roundtrip mileage to and from the project site.
7. **Fill out your timesheet immediately after every volunteer shift**- Keep your timesheet in your car, so you won't forget to record your time.
8. **Do not use “ (a quotation mark) line after line to indicate the same amount of time or mileage**- Every time and mileage value must be represented in numeric form. You may only use a quotation mark under the 'Activity' section, indicating a repeated activity.
9. **Record up to a 30 day timespan** on a single timesheet, then submit it to the volunteer coordinator. This is to ensure that time is being recorded and signed-off on, frequently, to maintain accuracy from both the volunteer and staff.
10. **Make corrections to your timesheet by drawing a line through the error in ink, correcting, and initialing it.**

Return **ORIGINAL COPY** of timesheet to the Volunteer Coordinator (No faxes, scans, emails)

**Mail or Hand-in Timesheets to:**

RI DEM Fish & Wildlife  
Great Swamp Headquarters  
Attn: Jennifer Brooks  
277 Great Neck Road  
W. Kingston, RI 02892

**Timesheet Questions? Please contact the Volunteer Coordinator, Jennifer Brooks:**

Email: [Jennifer.brooks@dem.ri.gov](mailto:Jennifer.brooks@dem.ri.gov)

Phone: 401-789-0281

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# Timesheet FAQ

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## Why is it so important to fill out these timesheets?

Filling out your timesheet is very important for a couple of reasons:

- 1) When you volunteer, you are not only giving back through your volunteering service, but for most of our volunteering opportunities, the time and mileage that you donate will be eligible to be Federally matched and will come back to our state fish and wildlife programs in monetary form. This means that returning your volunteer timesheets doubles your contribution to fish and wildlife conservation.
- 2) Your volunteer service hours are *only* recorded through the collection of your timesheets. Without these sheets, the Division will not have any record of your time. Recording your volunteer time will also qualify you for future DEM Fish & Wildlife Volunteer benefits.

## Why does volunteer time and mileage have to be so accurate?

At the end of every year, the volunteer coordinator must submit the volunteer timesheets to the U.S. Fish and Wildlife Service, for an audit. Therefore, any timesheets that are inaccurately filled out or seem unreasonable, will be ineligible for Match Funding. So please, do your best to fill out these forms completely and accurately, so you can double your contribution!

## Filling out Timesheets:

- Only volunteers who are actively participating in the volunteer service are able to record their hours on a Timesheet.
- Anyone who is actively and successfully performing volunteer duties can record their time, regardless of age.

### Examples:

- Can be Included on Timesheet
  - Chaperones that are actively and directly participating in activities with young volunteers, such as drilling wood duck boxes.
  - Two volunteers scheduled to assist at a deer check station, but no deer come in during their shift. (Shifts are unpredictable, and 2 volunteers are necessary to assist staff, if and when the station becomes busy. In this case, both volunteers would fill out a timesheet.)
- Not Included on Timesheet-
  - A chaperone that is supervising students, as they build wood duck boxes, but *not directly participating* in the building.
  - A chaperone standing with a child while the child is counting river herring for a survey (In this example, either the child or the chaperone's time could be recorded, but not both. This is because counting herring only requires one person. Counting the effort of both parties would constitute as double-counting the workforce.

## Signing Timesheets:

- Every volunteer must personally sign the individual or group timesheet.

Children may sign the timesheet, or a guardian, chaperone, or volunteer group leader can sign for them.