



Volunteer Time Sheet

Organization: _____

Project or Event Name: _____

Volunteers hours are valued at the following rates:

- \$20.00 per hour for unskilled labour
- \$35.00 per hour for skilled labour. Skilled labour includes qualified trades and professionals' specific to components of a project (e.g. ticketed electrician or plumber).
- \$70.00 per hour for heavy equipment (including operator)

Must report actual hours on volunteer time sheet

Date	Volunteer Name	Description of Work Done	Time In	Time Out	Number of Hours Worked	Rate per hour	Total Value	Phone Number and Email	Signature

Donated labour/services/material/equipment MUST be directly related to the approved project. This excludes:

- planning
- attending meetings
- developing and preparing grant applications or promotional material
- fundraising activities
- volunteer recognition
- volunteer time, travel time or mileage for picking up materials and equipment
- pre-event activities such as planning meetings
- ground breaking, opening and other ceremonial events.
- pre-construction activities such as meetings with contractors and obtaining quotes for the project

