

Signature Card/Volunteer Time Sheet

DPS CARES: DPS Employees Connecting As Resources in Educating Students Volunteer Program

- 1 - After each volunteer session secure a signature from the designated school or partner representative.
- 2 - Submit the original volunteer signature time sheet with your absence record and regular timesheet.
- 3 - Be sure to keep a copy for your own records.

VOLUNTEER INFORMATION	
Last Name	First Name
Employee ID #	
Volunteer Assignment	

Volunteer Activity				
Date	Time	Role / Function	Location / Program	Signature of School / Partner Representative

Employee Signature	Date
--------------------	------

QUESTIONS?

Please contact DPS Volunteer Services at 720-423-1817 or dpscares@dpsk12.org
<http://dpscares.dpsk12.org/>