

Please Note: It is preferable that you request a time sheet for your organization by contacting RSVP at 518-442-5585 or Audi@albany.edu A time sheet designed especially for your organization will be mailed or faxed to you.

The following form is a guide and should be submitted for special circumstances only.

RSVP VOLUNTEER TIME SHEET

Name of Organization: _____

Type of Volunteer Job: _____

Month/Year of Report: _____

Volunteer Supervisor Signature *(Required): _____

Volunteer Name	Hours Served	Other Notes

* Please ensure that the timesheet is signed by your volunteer supervisor.

Please mail to:

*RSVP
University at Albany
Husted #205
135 Western Ave.
Albany, New York, 12222*

Or fax to:
518-442-5326