

## *Hints for Completing Your Time Sheets*

The Center for Volunteer Caregiving needs your help! Many of our funding sources now **require** us to report to them on a regular basis what is being accomplished with the dollars they give us. We can't report what we don't know, so we need you to help us by filling out and submitting a monthly time sheet. Here are the categories of service that can be recorded in the "Service Provided" column, along with brief descriptions. ***If in doubt about how to record your volunteer hours, please call or e-mail and ask.***

To record your time, please round up to the nearest quarter hour for all services except TeleCare Reassurance Calls. Record actual time for those calls. If you provide more than one service during a given time period, please note the time for ***each*** service on your time sheet.

<u>Service Categories</u>	<u>Description</u>
Friendly visit	Socialization in and out of the home (e.g., dining out, walking, attending a show)  HOWEVER, certain visits may fall under RESPITE – ask if you have any doubts
TeleCare-Phone Visit	Calls other than Daily (see "Reassurance Calls" below). Primary purpose is socialization.
TeleCare-Reassurance Calls	"Daily" calls—5 days a week or more. Primary purpose is to check in with CR and ensure that he/she is OK.
Transportation	Not classified as Medical or Shopping. Must have CR in car for any service categorized as "Transportation."
Transportation- Medical	Doctor, dentist, therapy, psychiatrist, optometrist
Transportation- Shopping	Grocery, pharmacy, other shopping
Respite Care	Temporary relief/break for a family caregiver of someone with a condition other than dementia
Respite Care – dementia	Temporary relief /break for a family caregiver of someone with dementia or memory impairment
Shopping/Errands	Volunteer does on behalf of CR, with CR not present
Paperwork	Helping CR organize papers, bills, mail or write letters.
Chores	"Housekeeping" is below. Use this as "Other"
Chores – Yard Work	Mowing grass, trimming bushes, weeding, raking leaves
Chores – Home Repairs	Minor repairs that help CR's remain in their homes, adding grab bars or handrails, smoke detectors.
Meals	Occasional meal preparation in the CR's or volunteer's home. NOT dining out.
Housekeeping	Vacuuming, dusting, mopping, cleaning kitchen and bathrooms, help with laundry