

**HOME-START SOUTHPORT & FORMBY
VOLUNTEER TIME SHEET**

Please indicate the amount of time (approx) in hours & minutes that you spend with your family in the first column - "Direct Contact with the Family" (This includes visits, outings, telephone contact etc). In the other column "Time spent on other Home-Start activities" (Include traveling time, training, fundraising/social events, supervision etc). This form is to be completed by the volunteer after each activity and returned to the Home-Start office each month together with the expenses claim form. Please round up minutes to the nearest quarter of an hour.

Month:	Volunteer:	Family:
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Date	Direct contact with family Please include all time spent with the family at home, on outings, telephone contact	Time spent on other Home-Start activities. Please include traveling time, training, supervision, fundraising/social events.	Total

In a few words please comment on this month's support for the family - all comments should be factual. (Continue overleaf if necessary)

- Have you and/or the family you support been to the Children's Centre? If so, when and why?

- Have you done any physical exercise with the family eg. Swimming, walking?

- Have you visited the Library?

Signed.....

Date.....