

## School District of New Richmond Time reporting form for Senior Tax Exchange Program (STEP)

DATE	TIME IN	TIME OUT	HOURS WORKED (use 15 min. increments)	ACTIVITY	SUPERVISOR'S SIGNATURE	Additional VOLUNTEER hours
Total Hours						

Volunteer Signature

Date

school District of New Richmong

(I certify the work hours recorded are accurate.)

Please make a copy for yourself before sending monthly to: Community Education at District Office

Physical Address: 821 E 11th St, New Richmond, WI 54017 Mailing Address: 701 E 11th St, New Richmond, WI 54017