New Richmond Area School District
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
(I certify the work hours recorded are accurate.)

Please make a copy for yourself before sending monthly to: **STEP Coordinator at Community Commons**
(rev.4/17/07)

Physical Address: 421 S. Green Ave, New Richmond, WI 54017
Mailing Address: 701 E 11th St, New Richmond, WI 54017