We need to keep track of the number of hours each of our volunteers contributes to RedShift. In turn, this enables us to demonstrate to potential sponsors and other grant providers the level of input RedShift has into the local community.

Please keep your timesheet in your pigeonhole, not forgetting to complete it each time you’re in the studio!.

## **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Hours Preparation (or other, eg supporting RedShift events)** | **Hours Presenting** | **Total Voluntary Hours for Month** |
| Jan 17  |   |  |   |
| Feb 17 |  |  |  |
|  Mar 17 |   |  |   |
|  Apr 17 |   |  |   |
|  May 17 |   |  |   |
|  Jun 17 |   |  |   |
|  Jul 17 |   |  |   |
|  Aug 17 |   |  |   |
| Sep 17  |  |  |   |
|  Oct 17 |  |  |   |
| Nov 17 |  |  |  |
| Dec 17 |  |  |  |

**PLEASE NOTE: Other activities**

It is also vitally important that all volunteers attend at least two of the three annual team meetings and help out at at least three of the 40+ community events we attend or organise each year.

Events are our main, and most successful, method of marketing ourselves. If you want RedShift to survive, please help to grow our listeners and income by promoting us and being seen at events.

|  |  |  |
| --- | --- | --- |
| Team meeting 1: | Team meeting 2: | Team meeting 3: |
| Event 1: | Event 2: | Event 3: |

**Signed (volunteer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL (HR Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**