

Program Time Sheet

Member Name:

Program/Event:

Date:

Time Spent (hours)

Driving to planning meeting								
Preparing before meeting								
Shopping (include getting there and back)								
Set up for meeting								
Clean up after meeting								
Other								
Money spent (In kind)								

(Chairperson should give each member of the committee a copy of this form to complete. Chairperson should compile all data for Project Summary Report)

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