

Event: \_\_\_\_\_  
 Client: \_\_\_\_\_  
 Date: \_\_\_\_\_

Group: \_\_\_\_\_  
 Leader: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Office: 785-632-3357  
 Cell: 785-447-2649 Text me first  
 KingdomPromotions.org  
 KingdomPromo@yahoo.com

**Volunteers: By signing this timesheet I acknowledge I am an unpaid volunteer and that my hours here are not paid hours. I am not entitled to any of the donated funds received by \_\_\_\_\_, a nonprofit organization, and I understand a donation will be sent to that nonprofit, not to me.**

	Last Name	First Name	Start Time	End Time	Break	Total Hours	Volunteer Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total Daily Hours							



**NOTE: Groups are responsible to have the timesheet signed by the Client Supervisor after completion of shift. Timesheets need to be returned to Kingdom Promotions within 7 days of the end of the event. It is agreed that the individual signing this time sheet is an authorized representative of the NPO group and that the hours are true and correct.**

\_\_\_\_\_  
 Group Leader Signature

\_\_\_\_\_  
 Date:

**NOTE: The supervisor signing this time sheet is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the time sheet are true and correct and authorizes payment.**

\_\_\_\_\_  
 Client Representative Signature

\_\_\_\_\_  
 Date