



## HOST TIMESHEET TUTORIAL

As a state agency, Washington State Parks is legally required to provide all volunteers with workers' compensation coverage (medical aid only) through the Washington Department of Labor and Industries (LNI). Total volunteer hours are reported to LNI quarterly to calculate insurance premiums. To ensure eligibility for the volunteer workers' compensation coverage, all hosts are required to complete and submit a Volunteer Timesheet for Individuals (Form A-168) each month.

### How to Fill Out a Timesheet

1. When you begin your volunteer service, you will be provided a Volunteer Timesheet for Individuals (Form A-168) to log your hours. See attached sample timesheet for reference.

Paper timesheets are available; however, the timesheet is also available electronically as a fillable Excel spreadsheet that will calculate your total hours for you. Hosts are encouraged to fill out the timesheet in Excel using their laptop, notebook, or other mobile device, whenever possible.

**TIP:** You can access Microsoft Excel for free online or with a mobile app. Learn more [HERE](#).

2. Complete the top of the form. Be sure to include the following information (all other boxes are optional):
  - Park Name
  - Volunteer Name(s)
3. Complete Section A - Check the "Campground Host" or "Marine Park Host" box, as appropriate.
4. Complete Section B:
  - Fill in the Month and Year
  - Fill in the number of hours you worked per day. If you worked zero hours, leave the space blank.
  - If more than one person is hosting, please record your hours separately. Hours for Volunteer 1 should go on the top line and hours for Volunteer 2 should go on the bottom line.

- Add up the total hours you worked. If you are using the Excel form, the spreadsheet will calculate your total hours for you.

**TIP:** *You may have to estimate the time you are performing some host duties. For example, sitting in your campsite having a cup of coffee would not count, but answering visitors' questions while you drink that cup of coffee does.*

**REMINDER:** *Hosts are required to perform a minimum of 28 hours of service per week to receive maintenance in the form of a waiver of campsite/moorage fees.*

5. Complete Section C – Transfer the total hours for each volunteer to the corresponding “Host 1” and “Host 2” boxes under “Host Services.”

**TIP:** *All hours worked as a volunteer host are considered “Host Services” and are reported as such. Please do not divide or allocate your time into different categories (e.g., General Maintenance, Trail Maintenance, etc.).*

6. Signature – If filling out the timesheet electronically in Excel, a signature is not required.
7. Turn in your timesheet to your supervisor at the end of your volunteer service, or at the end of each month, whichever comes first.

If using the Excel form, you can submit your electronic timesheet via email. Park staff will forward timesheets to the Volunteer Program in Olympia.

# SAMPLE TIMESHEET



WASHINGTON STATE PARKS AND RECREATION COMMISSION  
VOLUNTEER PROGRAM

## VOLUNTEER TIMESHEET FOR INDIVIDUALS

PLEASE PRINT OR FILL ELECTRONICALLY		PARK NAME / WORK LOCATION <b>MILLERSYLVANIA</b>	
1	VOLUNTEER NAME <b>JOHN DOE</b>	DATE OF BIRTH	
2	VOLUNTEER NAME <b>JANE DOE</b>	DATE OF BIRTH	
MAILING ADDRESS		E-MAIL ADDRESS	
CITY / STATE / ZIPCODE		TELEPHONE NUMBER	

A. Check the box that most closely fits your volunteer service.

<input checked="" type="checkbox"/> <b>Campground Host</b>	<input type="checkbox"/> <b>Marine Park Host</b>
<input type="checkbox"/> Volunteer (non-host)	<input type="checkbox"/> Boating Program

B. For each person listed, write down the number of hours worked each day. Total all hours worked for the month and place in the "Total" box. **Make sure the total hours in Sections B and C match.**

MONTH <b>August</b>															YEAR <b>2020</b>																		
DAY OF MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
HOURS PER DAY	4	6	6	6	6			4	6	6	6	6			4	6	6	6	6			4	6	6	6	6			6	6	6	6	130
HOURS PER DAY	4	6	6	6	6			4	6	6	6	6			4	6	6	6	6			4	6	6	6	6			6	6	6	6	130

Volunteer 1  
Volunteer 2

C. Show the total hours for type of service your provided. **Make sure the total hours in Sections B and C match.**

HOST SERVICES	HOST 1	HOST 2
Host Services may include distributing information, picking up litter, assisting with registration or park surveillance.	Volunteer 1	Volunteer 2
	130	130

GENERAL MAINTENANCE	VOL 1	VOL 2
General maintenance may include grounds, equipment, and facilities maintenance, or general clean-up.		
Trail Maintenance		

SPECIAL SERVICES	VOL 1	VOL 2
Environmental Assistance		
Historical Park Research		
Interpretive Assistance		
Office Assistance		
Other:		

PROJECT AGREEMENTS	VOL 1	VOL 2
Court Ordered Community Svc.		
Internship/work experience		
Graduation Requirement		

SPECIAL EVENTS	VOL 1	VOL 2
Camporee		
Trade Show		
Other:		

VOLUNTEER 1 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VOLUNTEER 2 SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_