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**Volunteer / Cadet Leader Time Sheet**

**Volunteer / Cadet Leader Time sheet**

Please complete the form below entering the hours you have volunteered for Cheshire Fire and Rescue Service. To help us monitor the contribution from Volunteers could you also indicate what activity(s) you have undertaken using one of the codes listed below. The form covers a monthly period and should be forwarded to your designated Team Leader or the Volunteer Coordinator on completion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Volunteer number** |  |
| **Volunteer Role** |  | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **Activity** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Total**  **Hours** |
| **W/C** | **Hours** |  |  |  |  |  |  |  |  |
|  | **Activity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **W/C** | **Hours** |  |  |  |  |  |  |  |  |
|  | **Activity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **W/C** | **Hours** |  |  |  |  |  |  |  |  |
|  | **Activity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **W/C** | **Hours** |  |  |  |  |  |  |  |  |
|  | **Activity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **W/C** | **Hours** |  |  |  |  |  |  |  |  |
|  | **Activity** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** | | | | | | | | | *Hours* |

|  |  |  |  |
| --- | --- | --- | --- |
| **CODE FOR ACTIVITY UNDERTAKEN** | | | |
| Volunteer Cadet Staff | **CL** | Post Fire Support Team | **PFST** |
| Heritage Team | **HER** | Role Play | **RP** |
| Training/induction | **T** | Road Safety | **RS** |
| Business Safety | **BS** | Fire Bike | **FB** |
| Other | **O** |  |  |
| Safety Ranger (Safety Central) | **SR** |  |  |
| Garden Support | **GS** |  |  |
| Events Team | **ET** |  |  |

I confirm that the record of hours and activity undertaken is correct:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer / Cadet Leader