

**Wisconsin SMP  
Volunteer Time Sheet**

**Month: \_\_\_\_\_ 2026**

**Volunteer Name:** \_\_\_\_\_

*\*All time entered must be in **minutes***

|                                                                                                                                                                                               |                                |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------|
| <b>Administrative Support:</b> office tasks (help with mailings, filing, data entry, etc.)                                                                                                    | <input type="text"/>           | Minutes |
| <b>Distributing Information:</b> delivering SMP materials to a particular organization in your community                                                                                      | <input type="text"/>           | Minutes |
| <b>Group Outreach and Education:</b> time spent at outreach events, both staffing a booth or attending/giving a presentation (include all prep time along with driving to and from the event) | <input type="text"/>           | Minutes |
| <b>Training (Initial/Orientation):</b> the initial orientation and any assigned TRAX trainings                                                                                                | <input type="text"/>           | Minutes |
| <b>Training (Update/Continuing Education):</b> any research or reading related to SMP or your volunteer role, team meetings                                                                   | <input type="text"/>           | Minutes |
| <b>Other SMP Activities:</b> we tend not to use this category                                                                                                                                 | <input type="text"/>           | Minutes |
| <b>Total Calculated Time Spent (in Minutes)</b>                                                                                                                                               | <input type="text" value="0"/> |         |

*\*Submit monthly time sheet by the 20th of the following month for timely data entry.*

**Signature:** \_\_\_\_\_

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

**Notes for Staff:** \_\_\_\_\_

Date Received in Office:  
Marked in Binder:  
Date Entered in to SIRS:  
Staff Initials: