

Wisconsin SMP
Volunteer Time Sheet

Month: _____ 2025

Volunteer Name: _____

All time entered must be in **minutes*

Administrative Support: office tasks (help with mailings, filing, data entry, etc.)		Minutes
Distributing Information: delivering SMP materials to a particular organization in your community		Minutes
Group Outreach and Education: 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)		Minutes
Training (Initial/Orientation): the initial orientation and any assigned TRAX trainings		Minutes
Training (Update/Continuing Education): any research or reading related to SMP or your volunteer role, team meetings		Minutes
Other SMP Activities: we tend not to use this category		Minutes
Total Calculated Time Spent (in Minutes)		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: