

Thank you for reporting your time to the Gullah Geechee Cultural Heritage Corridor!

- Please complete timesheets with as much detail as possible, see example in each category.
- Document time on a daily basis.
- As indicated, total the length of time and mileage amount columns.
- If traveling within the same zip code, please list the start and end locations.
- Travel time should not be included in length of time worked.
- Attach supporting documentation when required.
- If you have any questions, please contact bgriswold@gullahgeecheecorridor.org
- The default federal volunteer rate is \$36/hr

Name: _____ **Signature:** _____ **Date:** _____

I completed this work as a volunteer.

I completed this work while being paid by my employer (non-federal payroll). My hourly rate is: \$ _____

I am a consultant and this work was volunteer time over my contracted time. My hourly rate is \$ _____

| Date <i>mm/dd/yy</i> | Project | Work Description | Length of Time | Mileage | Start&End Zipcodes |
|---|---------------------------------|--|-----------------------|-------------------------|---|
| 06/06/26 EXAMPLE | Trail Workday- Wildwood Park | Provided maintenance to the Wildwood Park, Mow/cut weeds, brambles, briars, and high grass encroaching on the trail. EXAMPLE | 2.50 | 10.00 EXAMPLE | 35645 (Killen, AL) to 35630 (Florence, AL) |
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| Grant or Partnership Coordinator Signature: _____ | | | TOTAL | | |