

# Signature Card/Volunteer Time Sheet

**DPS CARES: DPS Employees Connecting As Resources in Educating Students Volunteer Program**

- 1 - After each volunteer session secure a signature from the designated school or partner representative.
- 2 - Submit the original volunteer signature time sheet with your absence record and regular timesheet.
- 3 - Be sure to keep a copy for your own records.

| VOLUNTEER INFORMATION |            |
|-----------------------|------------|
| Last Name             | First Name |
| Employee ID #         |            |
| Volunteer Assignment  |            |

| Volunteer Activity |      |                 |                    |  |
|--------------------|------|-----------------|--------------------|--|
| Date               | Time | Role / Function | Location / Program | Signature of School / Partner Representative |
|                    |      |                 |                    |  |
|                    |      |                 |                    |  |
|                    |      |                 |                    |  |
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|                    |      |                 |                    |  |
|                    |      |                 |                    |  |
|                    |      |                 |                    |  |
|                    |      |                 |                    |  |
| Employee Signature |      |                 |                    | Date   |

## QUESTIONS?

Please contact DPS Volunteer Services at 720-423-1817 or [dpscares@dpsk12.org](mailto:dpscares@dpsk12.org)  
<http://dpscares.dpsk12.org/>