

May 10, 2015

TO: KCH Auxiliary Members

Keeping track of your KCH volunteer hours has just gotten easier – **for you!**

Attached is the new time sheet for KCH Auxiliary Members. Each member will now have their own time sheet filed in alphabetical order in one 3-ring binder in the cafeteria. Please sign out when you work and the time you left home and the time you arrive home. At the end of each month all your volunteer hours will be totaled and we will draw a large horizontal line below your last entry to denote the month end.

When you come to work at the beginning of the next month continue to record your hours down on your individual page until it's full or until we replace it with a new one (we're also saving trees)!

Blank time sheets will also be available at the back of the master binder and in the Gift Shop if you also want to carry a second one with you to make it easier to keep track of all your hours, IE. Your arrival time at home, if you forgot to sign in, if you worked from home, etc. You can then transfer any hours and time from your portable sheet to your master time sheet in the cafeteria before the end of the month to count for your monthly total.

Also, you can always still send your time via e-mail to the Hospital Auxiliary website at www.KCHauxiliary.org

If you have any questions, please don't hesitate to call Pat Fornataro at 238-0587