

Solano County OES Volunteers Monthly Time Report

Month		Name	
Year	2010	Program	

Activity		Report Codes			EXPENSES	
Date	ACTIVITY DESCRIPTION	Program	Detail	Hours	Miles	Expenses
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTALS				0	0	0.00

Time Report Codes	
Program Codes	
1	OES Office Volunteer
2	Reserve Deputy
3	ACS
4	SAR
5	Posse
6	Dive Team
Detail Codes	
A	In-County Call-Out
B	Out-of-County Call-Out
C	Program Meeting / Training
D	Other Training
E	Public Relations
F	Street Patrol
G	Marine Patrol
H	Other LE Support
I	In-County SAR
J	Out-of-County SAR
K	County Fair
L	OES Leaders' Meeting
M	Mobile Command Vehicle
N	VIP Security Detail
O	Parks' Detail
P	Registrar of Voters
Q	VSET
R	SMACT
T	ASP
U	290 Sweep
V	Tabletops/Drills/Exercises
W	Net Communications
X	Field Communications Support
Z	Other

PROCEDURE FOR SUBMITTING MONTHLY HOURS

1. The only acceptable format for submitting monthly hours is on the OES Monthly Time Report.
2. All OES volunteers must use this form to record their volunteer time. This includes ESRT, ACS, Posse, OES Office volunteers, and Reserve Deputies. All training, meetings, call-outs, & details must be recorded.
3. The hours, miles, and expenses are tallied automatically at the bottom of the page.
4. Time Reports are due to the member's Program Coordinator NLT than the 15th of the following month.
(Example: July hours are due on August 15th.)
5. Failure of a member to submit their Monthly Time Report can result in the members exclusion from participation in any OES volunteer activity until their Time Report is received.
6. Submit reports to your primary unit if you belong to more than one.
7. Time Reports may be submitted to your Program Coordinator in person, by mail, or email. E-mail is preferred.
8. The mileage and expense columns are there for your records. However, they do give an indication of member expenses through out the year.
9. The "Notes:" field to the right is for making additional or clarifying comments.

Notes: