

VOLUNTEER TIMESHEET INSTRUCTIONS

Timesheets are to be submitted monthly by the 2nd day of the following month.

For example: April timesheet should be submitted by May 2nd.

- ❖ Please be on time with the submission of your timesheet; *to ensure that the Oscar Scherer State Park reports to Tallahassee are accurate and up-to-date.*
- ❖ Each month must be submitted separately; *please do not combine months on one timesheet.*
- ❖ Each individual must be submitted on a separate timesheet; *please do not put more than one person per timesheet.*

- **Timesheets may be submitted as printed copies and or emailed as attachments**
- Printed timesheets are available in the park office or at the ranger station.
- Download are available at the bottom of this page: FriendsofOscarScherer.com/volunteers
 - [Timesheet Procedure instructions](#) - PDF
 - [Pre-formatted and Interactive Timesheet](#) - Excel Spreadsheet
 - [Hardcopy Timesheet](#) - PDF
 - Link to the [FPS Volunteer Portal](#)
- Printed copies should be handed into the park office or the ranger station and marked for the attention of Lee Hibbeler, Park Service Specialist.
- Electronic copies should be emailed to Lee.Hibbeler@dep.state.fl.us with VOLUNTEER TIMESHEET in the subject line

Submitting your volunteer hours benefits both the park and YOU.

Complete **100 hours** and you are entitled to an *Oscar Scherer State Park day use entry pass*.

Complete **500 hours** and you are entitled to a *Florida State Parks Annual Pass*, which allows free day use entry to all Florida State Parks and park discounts, some exceptions apply.
Please note: the application form must be completed by you, signed by park management and mailed to Tallahassee. The form is available in the back of the green time record book.

Thank you for volunteering at Oscar Scherer State Park.