BI-WEEKLY TIME CARD

Circle One: America Reads Work Study Tutoring Job Only

M3C Fellow and America Reads Work Study

M3C Fellow hours (**NOT** through America Reads)

Name: _____
(last) (first) (m.i.)

Service Site: _____ **Service Site Supervisor:** _____

Payroll Period: (i.e. July A) _____

Week 1	DATE (i.e. 07/15/07)	WORK HOURS (i.e. 2:00pm-4:15pm)	TRAINING HOURS (only for M3C)	FUNDRAISING HOURS (only for M3C)	# VOLUNTEERS RECRUITED (only for M3C)
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
	Total Hours				

Week 2	DATE (i.e. 07/15/07)	WORK HOURS	TRAINING HOURS (only for M3C)	FUNDRAISING HOURS (only for M3C)	# VOLUNTEERS RECRUITED (only for M3C)
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
	Total Hours				

_____ _____
(Student Signature) (Date) (Phone Number)

_____ _____
(Service Site Supervisor Signature) (Date) (Phone Number)

Your payroll will not be processed if ANY of the items are not completed!