CERT QUARTERLY TIMESHEET						Year: **2013**
Name: (print)						Division:

DAY	JAN		FEB		MAR		Notes
	Admin	Activation	Admin	Activation	Admin	Activation	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Sub-Totals	**0**	**0**	**0**	**0**	**0**	**0**	
Monthly Totals	**0**		**0**		**0**		

					Quarterly Totals	**Admin**	**0**
						Activation	**0**

Reporting Notes:

1) **Administrative** hours includes attending and preparing for meetings, training classes, writing meeting minutes or reports, reading and responding to emails, and CERT-related phone calls. Time spent speaking to others about CERT (to neighbors, civic groups and other organizations) should be included in Admin hours. Tabling events (e.g. street fairs) are in this category.

2) If you signed in and out on a Class Sign-in Sheet for a CERT-sponsored training class or a CERT meeting (Division/Team, Planning, General Staff, Comms, etc.), you should not report attendance hours on your timesheet - they will be reported from the class or meeting sign-in sheet. Do report your prep and travel time.

3) **Activation** hours includes time spent volunteering when activated for an emergency, a large-scale planned event,

a mission request (e.g. phone support at OEM), or an emergency drill or exercise. Preparing for the event, activating the phone tree, sending notification emails, and writing notes, observations, or an After Action Report following the activation or mission should be included in the Activation hours.

4) Always include **travel time** to and from the event location in the daily total, under the appropriate category for the event (Admin or Activation).