

Timesheet Instructions

Send **one adult** with your provided timesheet to the Sign-In Table. Do not fill in the Time In and Time Out columns before arriving.

Before you come to the Sign-In Table, from your **own** supplies, make sure:

1. Everyone has 2" wide (or more) masking tape on their backs (again, **not** required for Dry decorating). Tape their backs on the inner shirt & outer jacket. On the tape WRITE first name ONLY!
2. Everyone has a name badge attached to top shirt / jacket (must be high so it can be seen – **no** attaching to upper thigh, jeans, or bottom of shirt.)
3. Everyone has scissors on a string. Not bringing scissors will not get you out of cutting, but may ensure you get no job at all.
4. Dry decorating **only**: Everyone has brought his or her own folding chair; otherwise you may be sitting on the floor.

SIGN-IN

In order to get credit for money earned or service hours, it is essential that each person be signed **IN** with the Girl Scout shift supervisor. Be at the Sign-In Table with your completed timesheet at least **30 minutes** before the start of your shift.

If you're staying for more than one shift on the same day, you only need the adult in charge of the troop to leave their work and sign everyone out and back in again. The whole troop does not have to leave the jobs they are working on.

SIGN-OUT

In order to get credit for money earned, it is essential that each person be signed **OUT** with the Girl Scout shift supervisor. You will **ONLY** receive ½ pay if you don't sign out. Contacting us afterwards does not change the fact you did not sign out.

If YOU arrive late – you will wait until ALL troops have been assigned and escorted into the facility to begin working on the floats.

DO NOT ENTER THE FACILITY – you must stop and get permission from the Girl Scout Supervisors!!

DO NOT JUST ADD OR BRING A PERSON OR TWO – SHIFTS WILL BE CLOSED – ASK TO BE PLACED ON WAITLIST!

2017 Rose Parade Float Decorators - Timesheet



TROOP # _____ LEVEL: J C S A NGS

ADULT ATTENDING:		Cell Phone #
EMERGENCY CONTACT:		Phone #

/ /2016		Council: Circle your Council	Shift:
Number	Girl Scout Level: J, C, S, A	First & Last Name (Please Print)	Time In: Time Out: Leave Time In / Time Out Blank
1		date of shift	
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3			
4			
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EXAMPLE ONLY!
(The next page is blank for you)

****office use ONLY****

Juniors - _____

Cadettes - _____

Seniors - _____

Ambassadors - _____

Adults - _____

Non-GS - _____

Total: _____

****office use ONLY****

people _____ x hrs worked _____ = Total hrs _____

people _____ x hrs worked _____ = Total hrs _____

people _____ x hrs worked _____ = Total hrs _____

people _____ x hrs worked _____ = Total hrs _____

people _____ x hrs worked _____ = Total hrs _____

P NP BA _____ Total hrs _____

2017 Rose Parade Float Decorators - Timesheet



TROOP # _____ LEVEL: J C S A NGS

ADULT ATTENDING:		Cell Phone #	
EMERGENCY CONTACT:		Phone #	

/ /2016		Council: CCC GLA OC SDI SG			Shift:		
Number	Girl Scout Level: J, C, S, A	A= Adult N=Non-Scout <small>(if scout leave blank)</small>	First & Last Name (Please Print)			Time In:	Time Out:
						Leave Time In / Time Out Blank	
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P NP BA _____ Total hrs _____