

Electronic Timesheet User Guide

First Click the Electronic Timesheet link found on the [RSVP website](#).

AmeriCorps Seniors RSVP - Retired and Senior Volunteer Program



By joining RSVP, you become part of a national movement of thousands of volunteers responding to critical community needs.

As an Anoka County RSVP volunteer, you will be matched with local organizations of your choice. Click Volunteer Opportunities tab to learn more.

Anoka County RSVP connects people aged 55 and over who want to volunteer with non-profit and social service programs in Anoka County.

Downloadable Forms

- [Volunteer Application](#)
- [2025 Volunteer Timesheet](#)
- [Electronic Timesheet](#)
- [RSVP Volunteer Handbook](#)



Next, volunteers will see a screen to enter your name and email. You will also enter the volunteer coordinator's name and email then click begin signing.

Please be sure to carefully enter the volunteer coordinator's email as it may not be received if an incorrect email address is entered.

Volunteer


Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Supervisor

Name:



Email:


You will see an electronic timesheet with your name and signature appearing. Please enter the Volunteer site and volunteer job. You can enter additional Meals on Wheels route info. in the site or job field.

Then you can enter the date(s) served, number of hours and mileage information (note: the minimum for mileage reimbursement payment must be at least \$5.00, anything less will not be reimbursed).

Note: The date will show up as the current calendar date of entry. You will have to scroll to choose the correct dates.

DocuSign Envelope ID: 1F8613B4-B719-4068-A894-140A429B534C

 <p>Anoka County MINNESOTA <small>Respectful, Innovative, Fiscally Responsible</small></p>	<p>TIME AND EXPENSE SHEET ANOKA COUNTY RSVP 2100 3rd Ave, Suite 500 Anoka MN 55303 763-324-1661</p>	 <p>AmeriCorps Seniors</p>
<p>Volunteer Name (please print): <u>Jane Test</u> <small>Signed by:</small></p>		
<p>Volunteer Signature: <u>Jane Test</u> <small>C32F6800E28100...</small></p>		<p>Date: <u>9/25/2025</u></p>
<p>Volunteer Site: <u>123 Food Shelf</u> <small>DocuSigned by:</small></p>		<p>Volunteer Job: <u>Food Stocker</u></p>
<p>Supervisor's Signature: <u>Lynda Keenan</u> <small>A087A809E2D4123...</small></p>		<p>Date: <u>9/25/2025</u></p>
<p>Both your signature and supervisor's must be on this form to receive reimbursement.</p>		
		<p>Deadline for Timesheets</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">1st Quarter January February March Due to RSVP by April 5 Reimbursement mailed at month end</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <p style="text-align: center;">2nd Quarter April May June</p> </div>

When you have entered all your time and mileage for the quarter, scroll to the bottom and click finish. Once your volunteer supervisor electronically signs, a fully signed copy will be provided to RSVP staff.

Please note you can choose to finish later and will receive an email to complete the form in docu-sign at a later date.