 MONTHLY TIME SHEET

CASA \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CASE NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MONTH /YEAR \_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **TIME/WHO**In- person contacts with parent or child | **TIME/WHO**other contacts; (phone calls; emails; meetings) & unsuccessful contacts; teachers, social workers etc | **TIME/WHO**contacts with CASA staff (phone calls; emails, meetings | **TIME** Review RecordsWrite Report | **# OF*****CONTACTS*** | **TIME TIME:****in Other** **court** | IN-SERVICE TRAINING | **MILEAGE****FOR CASE** | **MILEAGE****OTHER** |
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| **TOTALS** |  |  |  |  |  |  |  |  |  |

TOTAL HOURS FOR THE MONTH: On Case\_\_\_\_\_ Other \_\_\_\_\_\_ TOTAL MILEAGE: On Case\_\_\_\_\_\_ Other \_\_\_\_\_\_

TOTAL CONTACTS: \_\_\_\_\_\_\_\_\_

CASE UPDATE: