

COMMUNITY ENERGY CHAMPION PROGRAM 2.0

BI-WEEKLY TIMESHEET – COMMUNITY ENERGY CHAMPION



Please complete the timesheet below to evidence the hours worked over a two week period. This timesheet must be completed in its entirety and signed by both the Community Energy Champion and their supervisor. Please submit all timesheets with the applicable Request for Funding in accordance with the Funding Agreement.

Employee Name			
Weeks of (dd/mm/yyyy)- (dd/mm/yyyy)		Recipient Name (from Funding Agreement)	
Hourly Wage		Name of Supervisor	

Date (dd/mm/yyyy)	Start Time	End Time	Number of Hours Worked	Comments
Total Hours Worked				

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Please provide an overview of the tasks completed during this time period:

Employee Signature

Date

Supervisor Signature

Date