EPHRATA AREA SCHOOL DISTRICT
803 Oak Boulevard
Ephrata, PA 17522
717-721-1400

SENIOR TAX EXCHANGE PROGRAM WORKER WEEKLY TIME SHEET

Name _____

Building of Volunteer Work (circle all that apply):

Akron Clay Fulton Highland Intermediate School Middle School High School WEC District Office

Work Week _____/_____/_____ through _____/_____/_____

DAY OF WEEK	DATE	START TIME	END TIME	TOTAL HOURS WORKED
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Total Hours Worked for the Week _____

_____ _____ _____ _____
STEP Worker's Signature Date Building Principal's Signature Date

STEP worker: Please sign and submit your time sheet to your supervisor every week. He or she will give you a new sheet to use the following week.

Please send completed time sheet to Sharon Roth in the District Office.

If you have any question regarding STEP, please contact Human Resources in the District Office at (717) 721-1513.

"Achieving Success One Student at a Time." *For more information, visit www.easdpa.org.*