

# TeamServe Timesheet

**EVENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_by rangers\_\_\_\_\_by marketing\_\_\_\_\_

Ranger	Arrival Time	Departure Time	Total Time	Points Earned

The TeamServe Leader is responsible for making sure all participants clock in and out of the event. Marketing will complete the final two columns and will input time in Kadince.

The TeamServe Leader can scan to email, or simply take a photo of the completed timesheet to submit with event photos at [rangers@lookoutcu.com](mailto:rangers@lookoutcu.com).