For more information, consult Keeping Track: A Guide to Recordkeeping for Advocacy Charities available for free from BolderAdvocacy.org

Complex time sheet*

Name:																		Total Hours:	0						Total Vacation		0			
																		Total Direct Lobbying	0						Total Sick:		0			
Month:																		Total Grassroots Lobbying	0											
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Project A																															
Non-lobbying																															
Direct																															
Grassroots																															
Project B																															
Non-lobbying																															
Direct																															
Grassroots																															
Project C																															
Non-lobbying																															
Direct																															
Grassroots																															
Project D																															
Non-lobbying																															
Direct																															
Grassroots																															
Project E																															
Non-lobbying																															
Direct																															
Grassroots																															
Project F																															
Non-lobbying																															
Direct																															
Grassroots																															
Vacation																															
Sick																															
Subtotal Non-Lobby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotal Direct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subtotaal Grassrts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Provided by John Pomeranz at Harmon, Curran, Spielberg & Eisenberg, LLP