For more information, consult Keeping Track: A Guide to Recordkeeping for Advocacy Charities and The Connection: Strategies for Creating and Operating 501(c)(3)s, 501(c)(4)s, and Political Organizations, both available for free from BolderAdvocacy.org

Timesheet with lobbying disclosure tracking*

Name:

Month:

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	Totals
501(c)(4) Time																																
Project A																																0
Project B																																0
Project C																																0
Project D																																0
Project E																																0
Project F																																0
501(c)(3) Time																																
Project A																																0
Project B																																0
Project C																																0
Project D																																0
Project E																																0
Project F																																0
Portion of Time Above to Be Treated As... (time may be counted in multiple categories)																																
Political Activity																																0
IRS Direct Lobbying																																0
IRS GR Lobbying																																
LDA Lobbying																																0
State Lobbying																																0
Vacation																																0
Sick																																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