

Instructions for Form 1728A

Type in the blanks and the form should calculate the totals for you. If it doesn't total, try clicking the total box. If that doesn't work, you may have to add the hours and record the total in the Total box.

Retain a copy by using "save as" and a file name. Suggested format: "RSivori 1728A 061419"
This identifies the member, the form and the date produced. At the end of the year you should have all your reports saved on your computer.

Please submit one form each month. At the end of the year we will compile the hours for the entire council and distribute it to all Members.

RJS