



# FAST WEEKLY TIME REPORT

CHECK IF COPY NEEDED

ARE YOU SERVING AS AN UNPAID VOLUNTEER?

*To be completed by all FAST Members. SEE REVERSE SIDE FOR INSTRUCTIONS*

NAME (print)	AGENCY / ORGANIZATION
WORK WEEK DATES (MO/DAY/YR-MO/DAY/YR)	SHELTER SITE (S) / RECOVERY CENTER(S)

DAY	DATE (MO/DAY/YR)	START (24 HR Format)	END (24 HR Format)	TOTAL HRS	COMMENT
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
<b>TOTAL WEEKLY HOURS</b>					

COMPLETED BY FAST MEMBER:	DATE	FAST UNIT LEADER	DATE
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**FAST WEEKLY TIME REPORT**

**INSTRUCTIONS:**

- *Upper Right Corner* – “Are you serving as an unpaid volunteer?” Check this box if you are a registered Washington State Emergency Worker and unaffiliated with a sponsoring agency. You should also sign the Washington State EMERGENCY WORKER DAILY ACTIVITY REPORT (EMD-078) that is probably located at the main sign-in.
- *Work Week Dates* – The work week is from Monday-Sunday. Even if you only work a couple of the days, please list the entire week in the format given.
- *Shelter Site(s)/Recovery Center(s)* – Use the “official” name of the shelter or disaster recovery center as listed in incident documentation. Check with a Shelter Manager or other personnel to confirm the correct name to use for consistency.
- *Date (Mo/Day/Yr)* – Print in this information for the days you work.
- *Start / End* – Put in the times you actually worked in the 24 hr format as shown below.
- *Total Hours* – Add the actual hours you worked for each day.
- *Comments* – Use this column to clarify any details. An example might be that you worked 3 hrs at xxx Shelter and 2 hrs at xxx Shelter. Then after the incident, the FAST Coordinator will be able to report on how many hours were served at each specific shelter or disaster recovery center.
- *Total Weekly Hours* – Add each day’s total hour for a weekly total.
- *Completed by FAST Member* – Please sign and date.
- *FAST Unit Leader* – Have your FAST Unit Leader put their name and date it. The FAST Unit Leader will then collect the Time Report and turn it in to the FAST Coordinator.

00:01 (1 min after midnight)	PLEASE USE MILITARY TIME AS NOTED HERE				
01:00 ..... 1:00 am	05:00 .....5:00 am	09:00.....9:00 am	13:00 ..... 1:00 pm	17:00 ..... 5:00 pm	21:00.....9:00 pm
02:00 ..... 2:00 am	06:00 .....6:00 am	10:00.....10:00 am	14:00 ..... 2:00 pm	18:00 ..... 6:00 pm	22:00.....10:00 pm
03:00 ..... 3:00 am	07:00 .....7:00 am	11:00.....11:00 am	15:00 ..... 3:00 pm	19:00 ..... 7:00 pm	23:00.....11:00 pm
04:00 ..... 4:00 am	08:00 .....8:00 am	12:00.....12:00 noon	16:00 ..... 4:00 pm	20:00 ..... 8:00 pm	24:00... 12:00 midnight