

Sample Personnel Activity Report for Non-Profit Organizations (Time and Effort Report)

Organization Name: _____

Employee's Name: _____

Week Ending: _____

Activity	Grant Number	Grant Name	Distribution of Time
1	_____	_____	_____ %
2	_____	_____	_____ %
3	_____	_____	_____ %
4	_____	_____	_____ %
5	_____	_____	_____ %
Other			
	Grant Number	Grant Name	
6	_____	_____	_____ %
7	_____	_____	_____ %
8	_____	_____	_____ %
9	_____	_____	_____ %
10	_____	_____	_____ %
Administrative			_____ %
Fundraising			_____ %
Leave			
	Sick	_____	_____ %
	Vacation/Annual	_____	_____ %
	Other (Specify)	_____	_____ %
TOTAL			100 %

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____