



## 2011 Instructions for Payment of Lake Hosts and Submission of Volunteer Match Sheets

**Instructions - Point Persons:** Timesheets and Volunteer Match Documentation Sheets for EACH Lake Host and each volunteer (including the Point Person) must be faxed (or emailed) to NH LAKES office **by 4 PM Monday Afternoon** immediately following the end of each pay period (“payroll Monday Afternoon”). **Fax number is 603/224-9442.** The machine is on at all times. Or email to [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org).

**Original signed timesheets and volunteer match sheets must be mailed to NH LAKES every two weeks.**

*NH LAKES cannot pay your Lake Host(s) unless we receive by email or fax your (1) completed and properly SIGNED Timesheet for each Lake Host and (2) completed and SIGNED Volunteer Match Documentation Sheet for each volunteer, including the Point Person, for that period.*

*NH LAKES cannot pay your Lake Hosts if your group has spent its grant award and has not submitted adequate hard cash for ramp extension to cover additional Lake Host salary and statutory benefits. To avoid Lake Hosts not being paid for work, your group must submit sufficient funding at least one payroll ahead of time.*

The Pay Period runs from a Monday through a Sunday, two weeks later.

Below are the Pay Periods through Labor Day, and the dates when Timesheets and Volunteer Match Documentation Sheets are due.

	<b>Pay Period</b>	<b>Documents Due (by 4 PM)</b>
#1	Monday, May 16 – Sunday, May 29	FAX/email: Monday, May 30, by 4PM
#2	Monday, May 30 – Sunday, June 12	FAX/email: Monday, June 13, by 4PM
#3	Monday, June 13 – Sunday, June 26	FAX/email: Monday, June 27, by 4PM
#4	Monday, June 27 – Sunday, July 10	FAX/email: Monday, July 11, by 4PM
#5	Monday, July 11 – Sunday, July 24	FAX/email: Monday, July 25, by 4PM
#6	Monday, July 25 – Sunday, Aug. 7	FAX/email: Monday, Aug. 8, by 4PM
#7	Monday, Aug. 8 – Sunday, Aug. 21	FAX/email: Monday, Aug. 22, by 4PM
#8	Monday, Aug. 22 – Sunday, Sept. 4	FAX/email: Monday, Sept. 5, by 4PM
#9	Monday, Sept. 5 – Sunday, Sept. 18	FAX/email: Monday, Sept. 19, by 4PM

**Please note:** If you would like your Lake Hosts to work after Labor Day (September 5) you will need NH LAKES approval **in advance**.

**Please contact the NH LAKES office at (603/226-0299) or [lakehost@nhlakes.org](mailto:lakehost@nhlakes.org) if you have any questions.**