

# Time Tracking Form for Soliciting Donations

This form is for tracking time when soliciting donations or sponsorships.  
Please submit to the Parent Advisory mailbox in the main office.



YOUNGSTOWN STATE UNIVERSITY

Name		Student's Name					
Time Spent:	Business Name	Street Address City, State Zip	Sponsorship	Donation	Item to be donated or \$ amount	Tax receipt given?	
						Yes	No

Total Time Spent including Drive Time (if applicable)