

**SOUTH WEST SPECIAL RECREATION ASSOCIATION  
(SWSRA)  
INCLUSION TIME SHEET**

Revised 3/15/11

**NAME** (Please print) \_\_\_\_\_

**SIGNATURE** (Confirms submittal & accuracy) \_\_\_\_\_

DATE	STARTING TIME	ENDING TIME	INCLUSION AGENCY SITE (see codes below)	HOURS WORKED	NAME OF CLIENT SERVED

**DO NOT WRITE BELOW THIS LINE**

APPROVED BY: \_\_\_\_\_

ACCT #    RATE    HOURS    TOTAL

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EXECUTIVE DIRECTOR

TOTAL PAY \_\_\_\_\_

*Note: If there are any changes that should be noted (address, phone, exemptions), please notify Business Manager.*

**SITE KEY:** Alsip (AL); Blue Island (BI); Justice (J); Midlothian (M); Merrionette Park (MP); Palos Heights (PH); Posen (P); Summit (S); Worth (W)