



## 2010 Instructions for Payment of Lake Hosts

**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**.

*NH LAKES cannot pay your Lake Host(s) unless we receive 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 17 – Sunday, May 30	FAX/email: Monday, May 31, by 4PM
#2	Monday, May 31 – Sunday, June 13	FAX/email: Monday, June 14, by 4PM
#3	Monday, June 14 – Sunday, June 27	FAX/email: Monday, June 28, by 4PM
#4	Monday, June 28 – Sunday, July 11	FAX/email: Monday, July 12, by 4PM
#5	Monday, July 12 – Sunday, July 25	FAX/email: Monday, July 26, by 4PM
#6	Monday, July 26 – Sunday, Aug. 8	FAX/email: Monday, Aug. 9, by 4PM
#7	Monday, Aug. 9 – Sunday, Aug. 22	FAX/email: Monday, Aug. 23, by 4PM
#8	Monday, Aug. 23 – Sunday, Sept. 5	FAX/email: Monday, Sept. 6, by 4PM
#9	Monday, Sept. 6 – Sunday, Sept. 19	FAX/email: Monday, Sept. 20, by 4PM

**Please note:** Labor Day is Monday, Sept. 6. If you would like your Lake Hosts to work the following weekend (Sept.11 and 12) you will need NH LAKES approval **in advance**.

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