| **RSA INDIVIDUAL ACTIVITY SHEET v4.3** | | | | | | | | | | | | | | | | | | | | | Sheet **1** of **2** | | | **Initiating Organisation  (Put a “1” in the column)** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** Teresa Cousins | | | | | | | | | **District:** Auckland | | | | | | | | | | | | | | |
| **RSA:** Auckland District Support Advisor | | | | | | | | | **Month:** July 2018 | | | | | | | | | | | | | | |
| **Name of Person or Organisation** | **Scheme** | **Date** | | **Visit**  **(in hrs)** | | | **Advice** | | **Enquires** | | **Advocacy** | | **Meeting**  **(in hrs)** | **Events**  **(in hrs)** | | | **Training**  **(in hrs)** | | **Other**  **(in hrs)** | | **Travel Time**  **(in hrs)** | **Total Hours** | **Total  Kms Travelled** | **RSA** | **No Duff** | **ACC** | **VANZ** | **NZDF** | **Other** | |
|  |  |  | |  | | |  | |  | |  | |  |  | | |  | |  | |  | **0.00** |  |  |  |  |  |  |  | |
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|  |  | |  | |  | |  | |  | |  | |  |  | | |  | |  | |  | **0.00** |  |  |  |  |  |  |  | |
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|  |  | |  | |  | |  | |  | |  | |  |  | | |  | |  | |  | **0.00** |  |  |  |  |  |  |  | |
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|  |  | |  | |  | |  | |  | |  | |  |  | | |  | |  | |  | **0.00** |  |  |  |  |  |  |  | |
|  |  | |  | |  | |  | |  | |  | |  |  | | |  | |  | |  | **0.00** |  |  |  |  |  |  |  | |
| **TOTAL HOURS / KMS / CONTACTS** | | | | | **0.00** | **0.00** | | **0.00** | | **0.00** | | **0.00** | | | **0.00** | **0.00** | | **0.00** | | **0.00** | | **0.00** | **0.00** | **0** | **0** | **0** | **0** | **0** | **0** |

Instructions for use

Fill the applicable blank columns with times to the nearest 15 minutes (.25)

You need to put a “1” into the Initiatingorganisation column.

At end of month, “Ctrl-A” to select all and then “F9” to do the calculation update.