| **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 KmsTravelled** | **RSA** | **No Duff** | **ACC** | **VANZ** | **NZDF** | **Other** |
|  |  |  |  |  |  |  |  |  |  |  |  |  **0.00** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  **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.