Documentation does not have to be difficult, but it must be done!

Some examples of what we need to see attached to your Final Report:

Example of youth paid by the bag

tally is amount of bags of trash picked
numbers circled is cash given to youth
2022 Community Clean Up

Pd Tommy 卌 卌 10 x 3 = 30
Pd Howdy 卌 卌 卌 卌 20 x 3 = 60
Pd Kaily 卌 卌 | 11 x 3 = 33
Pd Blake 1 x 3 = 3
Pd Gabe 卌 卌 卌 15 x 3 = 45
Pd Kent 卌 | 6 x 3 = 18
Pd Isaiah || 2 x 3 = 6
Pd Joshua || 2 x 3 6
Pd Scarlett 卌 || 7 x 3 = 21
Pd Marian 卌 5 x 3 = 15
Pd Jasmine 卌 5 x 3 = 15
Pd Alex 1 x 3 = 3
Pd Delta 1 x 3 = 3
Pd Leon 1 x 3 = 3
Pd Abby || 2 x 3 = 6
Pd Bode 卌 5 x 3 = 15
Pd Kapung 卌 | 6 x 3 = 18
Pd Odea 卌 5 x 3 = 15
Pd Kaya 1 x 3 = 3
Pd Trinity 卌 卌 10 x 3 = 30
Pd Madison 1 x 3 = 3
Pd Lovina |||| 4 x 3 = 12
Pd Daniel ||| 3 x 3 = 9
Pd Kylen 卌 卌 10 x 3 = 30
Pd Kenyon || 2 x 3 = 6
Pd Ivan || 2 x 3 = 6
Pd Adam 1 x 3 = 3

$3.00 per BAG

Example of youth paid by the hour

Name: [illegible]
Pay Period:

16AP

DATE	TIME IN	MEAL BREAK	RETURN TIME	EXTRA BREAK	TIME OUT	TOTAL HOURS
SUN						
5/23/22 MON	9:30	12:00	1:00		5:00	6.5
5/24/22 TUES	9:30	12:00	1:00		5:00	6.5
5/25/22 WED	9:30	12:00	1:00		5:00	6.5
5/26/22 THUR	9:30	12:00	1:00		5:00	6.5
5/27/22 FRI	9:30	12:00	1:00		5:00	6.5
SAT					Total Hours	32.5

DESCRIPTION OF WORK COMPLETED (for each department listed):

Check point trash pick-up 5-23-22 / 5-27-22

Pay Period Total: Breakdown

St/time	
Ov/Time	
Auth. By:	

x $16.00 / hr.

$520.00

Rate of Pay:
Notes:

Example of Supervisor & youth wages and hours

2022 ALPAR Youth Litter-Wage

Name	Supervisor [illegible]	[illegible] Youth	[illegible] Youth	[illegible] Youth	[illegible] Youth
Total Hours	8	8	8	8	8
Rate of Pay	22.50 Supervisor	12.50 Youth	12.50 Youth	12.50 Youth	12.50 Youth
Total Wages Paid	$187.50	$100	$100	$100	$100
Totals	$187.50	$100	$100	$100	$100

Example of tracking hours (youth & supervisors), number of bags and weight of bags:

YOUTH LITTER PATROL

Date of Clean-Up	Check #	Youth Non-Profit Group/Organizations	Total of Youths	Youth Hours	Total of Adults	Adults Hours	Total of Hours	Total of Authorized Payments*	Total of Yellow Bags	Total of Green Bags	Total of All Bags	Total Weight (lbs)
4/8/2022	1741	[illegible]	77.0	87.00	4.0	33.0	120.00	$1,200.00	19	2	21	260
4/4/ & 4/6	1740	[illegible]	50.0	148.00	3.0	8.0	156.00	$1,200.00	35	1	36	430
4/3/2022	1743	[illegible]	50.0	100.00	2.0	4.0	104.00	$1,200.00	20	1	21	300
4/4/ & 4/6	1742	[illegible]	50.0	100.00	4.0	8.0	108.00	$1,200.00	50	5	55	240
4/14/2022	1746	[illegible]	48.0	96.00	5.0	10.0	106.00	$1,200.00	22	8	30	
4/15/2022	1747	[illegible]	28.0	42.00	5.0	7.5	49.50	$594.00	4	2	6	86
5/27/2022	1748	[illegible]	52.0	52.00	1.0	3.0	55.00	$660.00	15	2	17	105
5/29/2022	1749	[illegible]	14.0	14.50	5.0	5.5	20.00	$240.00	12	1	13	105
9/6-9/7	1800	[illegible]	104.0	180.00	7.0	11.0	191.00	$1,200.00	20		20	250
							0.00	$0.00			-	
							0.00	$0.00			-	
							0.00	$0.00			-	
							0.00	$0.00			-	
		Totals:	**473**	**819.50**	**36**	**90.0**	**909.5**	**$8,694.00**	**197**	**22**	**219**	**1,776**