



Community Action Team

Serving Columbia, Clatsop, and Tillamook Counties

phone (503) 397-3511

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www.cat-team.org

December 20, 2023

MEMO

TO: ALL PROGRAM DIRECTORS & MANAGERS
FROM: SHERRY KLUGE
RE: TIME SHEETS DUE DATE 2024

Important! Please note that the due date above is the date your time sheets are to be delivered to the admin office in Saint Helens. Thank You.

Month	Day	Date	Cutoff
January	Tuesday	1/23/2024	9:30 AM
February	Thursday	2/22/2024	9:30 AM
March	Friday	3/22/2024	9:30 AM
April	Tuesday	4/23/2024	9:30 AM
May	Thursday	5/23/2024	9:30 AM
June	Thursday	6/20/2024	9:30 AM
July	Tuesday	7/23/2024	9:30 AM
August	Thursday	8/22/2024	9:30 AM
September	Friday	9/20/2024	9:30 AM
October	Tuesday	10/22/2024	9:30 AM
November	Monday	11/18/2024	9:30 AM
December	Thursday	12/19/2024	9:30 AM

Family Resource Center
125 North 17th Street
Saint Helens, OR 97051

Fiscal Office
124 North 18th Street
Saint Helens, OR 97051

Child & Family Programs
108 West B Street
Rainier, OR 97048