



Volunteer Hours

Please complete the information below and return to Richard Gardner as an attachment at rkgmt@cfl.rr.com at the end of each month. This is a Word 2003 document with form fields. Save a copy in a folder on your computer. To fill in, just press TAB to move from one field to the next. Then “Save As” and give it a Month-Date name and e-mail it to Richard. Next month, open the original form and complete the process again. Or print the form, fill it in by hand and bring it to the meeting each month.

If you prefer to report directly in body of your email, please include the items below indicating the number and type of volunteer hours each month. This information is used to track our “in kind” match for various grants. ***Your time is valuable to us!*** As we begin to apply for grants, we will need to ensure that we have sufficient match for each grant clearly identified and not duplicated.

When listing “Type of Event/Activity”, please be sure state the name of the event or meeting. If there is no specific name for the event, please state what type of activity in which you participated.

We appreciate your help and want to ensure that your time and efforts are counted.

Name _____

Date _____

	Type of Event or Meeting	Number of Hours
	Note: You may have participated in multiple activities. Please list each separately.	Round to nearest qtr
1.		
2.		
3.		
4.		
5.		

Sample activities may include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Committee meeting • Community meeting • Community outreach event • Research • Presentation | <ul style="list-style-type: none"> • Board meeting • Scenic clean-up • Office help • Contact follow-up for projects • Commissioner meeting |
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