

Hope Community Services, Inc.

Volunteer Time Record

Week Ended Sunday, 3/8/09

Volunteer: Ella Hinkley

Volunteer ID: 1999-018

Date	Task(s)	Time for Activity Area (see descriptions below)					Total
		Community Kitchen	Overnight Shelter	Family Resource Center	Business Management	Fundraising	
Monday, March 02, 2009	coordinate morning guest chores; log incoming food pantry donations		2.25				2.25
Tuesday, March 03, 2009							-
Wednesday, March 04, 2009							-
Thursday, March 05, 2009	coordinate morning guest chores; stuff envelopes for spring mailing		0.75			0.75	1.50
Friday, March 06, 2009							-
Saturday, March 07, 2009							-
Sunday, March 08, 2009							-
Total volunteer hours for week:		-	3.00	-	-	0.75	3.75

Thank you for your service! Your generosity is essential to our community!

Please record your time in increments of .25 hours (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes, 1.00 = 1 hour), and indicate the activity area(s) in which you worked.

If you are unsure about which activity area(s) you are serving, ask your staff liaison or volunteer coordinator. Here are some examples:

Community Kitchen tasks include preparing and serving meals, logging inventory, etc.

Overnight Shelter tasks include greeting and visiting with guests, supervising guest chores, etc.

Family Resource Center tasks include stocking resource materials, reading to children, facilitating family group discussions, etc.

Business Management tasks include answering phones, filing accounting documents, tabulating volunteer time records, etc.

Fundraising tasks include preparing fundraising mailings, writing thank-you notes, assisting at fundraising events, etc.

Volunteer signature / Date

Staff liaison approval / Date

Entered in volunteer database by / Date