

# Volunteer Hours/Donations

(above and beyond formal meetings)

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

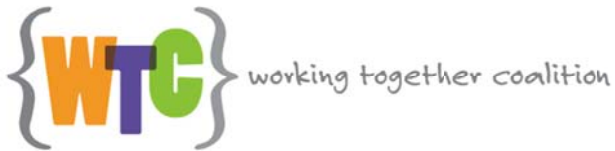
Date	Description of what you did?	How many hours?

I donated \_\_\_\_\_ with a \$ value of \_\_\_\_\_

\_\_\_\_\_ I volunteered these hours personally (\$20.30 volunteer rate)

\_\_\_\_\_ I did this as a part of my employment. My hourly rate for my employment is: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### **Human Resources:**

- **Participation** -- Document the time spent on *WTC activities as in-kind support* (i.e., facilitating workshops, booths, preparation time). Base the amount on individual volunteer time or agency normal rate).
- **Consulting** -- Donated consultant services (i.e., strategic planning, organizational development, meeting facilitation).
- **Non-reimbursed Staff Time** -- Any uncompensated time staff members spent on *WTC activities*. Non-reimbursed staff time cannot include time where compensatory time off or overtime is given.
- **Volunteers** -- Individuals/agencies that volunteer to participate in *WTC's activities/events*.

**Travel/Transportation:** Include non-reimbursed expenses for *WTC activities/events* (i.e., mileage, taxi, bus, airline)

**Room Rental:** Calculate donated meeting space based on normal room rental charges.

**Telecommunications:** Telephone/Fax charges should be based on actual amounts.

**Supplies & Materials:** Any supplies and materials should be based on the actual cost per item (i.e., postage, promotional items, educational materials).

**Exhibition Space:** Donated space for exhibiting *WTC materials* and/or promoting *WTC events/activities* (i.e., booth space at conferences, health fairs, community events)

**Services:** In-kind services should be calculated on the rate an individual/agency normally would charge for the service.

**Media Time (print & electronic):** Record donated media time/placement based on actual rates.

**Printing:** Printing services that are contributed to the *WTC*. (brochures, fliers, pamphlets, school curriculum)

**Other:** Provide a brief description of other types of support donated to *WTC*.

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