

TRTA Community Volunteer Service Committee



Individual Hours of Community Volunteer Service

**Submit by FEBRUARY 1 to Local Unit Community
Volunteer Service Committee Chair**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31
Maximum of 12 hours per day

Remember:

1. Volunteer hours may be counted for any service that is provided without pay to an individual or group.
2. Record hours spent in volunteer work from the time you leave home until the time you return. Also count the time you spend preparing to do the volunteer work, i.e., preparing a speech or baking cookies.
3. Combine all volunteer hours regardless of type of service performed.
4. Make a habit of recording the activities on a regular basis. A calendar is ideal for keeping track.

Name _____

Phone _____

Local Unit _____ District _____

MONTH	TOTAL HOURS	MONTH	TOTAL HOURS
JANUARY		JULY	
FEBRUARY		AUGUST	
MARCH		SEPTEMBER	
APRIL		OCTOBER	
MAY		NOVEMBER	
JUNE		DECEMBER	

TOTAL: _____