



2020 Lake Host Program – Volunteer Time/Match Sheet

Name of Local Organization: _____

Name of Volunteer: _____

Instructions: Record all of your time spent traveling, working at the ramp, and performing administrative duties. Include any expenses you have incurred and miles driven for the program. Please regularly turn in to your Local Coordinator per their instructions.

	Date of volunteered time M/D/Y	Volunteer Activity (specify ramp time, travel time, administrative time)	Time Spent (Round to nearest 0.25 of hour)	Out-of-Pocket Item (Ex: postage, photo copies at \$0.10/each)	Out-of-Pocket Expense (Enter \$ amount)	Mileage	
						Destination (Ramp, training, post office, etc.)	Number of Miles Driven
Row A					\$		
Row B					\$		
Row C					\$		
Row D					\$		
Row E					\$		
Row F					\$		
Row G					\$		
Row H					\$		
Row I					\$		
Row J	Total Volunteer Hours= (add rows A – I)			Total Out of Pocket Expenses= (add rows A – I)		Total Miles (add rows A – I)	
Row L	(Total Hours) x (\$25.43)		\$			(Total Mileage) x (\$0.575) \$	

I certify that the above is correct (Volunteer signature): _____

Date: _____

(Coordinator signature): _____

Date: _____