

SAMPLE this side

Date Received by VC55+ _____

Log Sheet for Friends of Central Orange Senior Center

This information benefits the Dept. on Aging, VC55+ & the Friends 04/07/15 cd

Service Month/Year _____ 2014-15

Submit this form to Friends Assistant: Myra Crawford

Volunteer Print & Sign _____	Dept. on Aging Staff Designee (Myra Austin, Terry Colville) Print & Sign _____
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DIRECTIONS:

1. **Purpose...**For Friends Board and Committee members to log & report their monthly service hours. *See Example below. Use log on back as your worksheet.*
2. **Timeframe...**Show hours for the complete month...submit to the Friends Assistant per her instructions by the 10th of the following month
3. **What to report...**Volunteer service on- and off-site related to this placement: meetings, training, research, preparation. Round hours up or down to the nearest hour.
4. **Travel time...**Only count travel time when running an errand for this volunteer placement.
5. **Volunteer Signs & Submits...**Volunteer signs then submits to the Friends Assistant Myra Crawford per her instructions (she will obtain staff signatures).
6. **Questions...** VC55+ **Administrative Assistant** Cummie 919-245-4244 cdavis@orangecountync.gov
7. **Forms...**are located in the office or ONLINE www.orangecountync.gov/aging/volunteerconnect55.asp

EXAMPLE BELOW...Use back to log your hours.

JOB TYPE	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Board meeting	1					1																										
Board work:	1									1																						
Committee mtg: <i>Las Vegas night</i>	1																1															
Committee work: <i>LV Night Publicity</i>	1													1																		
<i>LV Decorations</i>	4																				4											

Use Back to Log Your Hours

**This log for your use...Submit to Friends Assistant Myra Crawford
by the 10th of the month following service.**

JOB TYPE	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Board meeting																																	
Board work																																	
Committee mtg																																	
Committee work																																	
GRAND TOTAL for month																																	