

**SAMPLE this side**

Date Received by VC55+ \_\_\_\_\_

**Log Sheet for Friends of the Seymour Center**  
 This information benefits the Dept. on Aging, VC55+ & the Friends 04/08/15cd

Service Month/Year \_\_\_\_\_ 2014-15

Submit this form to Friends Assistant: Rif Riddick rif99@aol.com

<b>Volunteer</b> Print & Sign _____	<b>Dept. on Aging Staff Designee (Myra Austin or Janice Tyler)</b> 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 his instructions by the 10<sup>th</sup> 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 Rif Riddick per his instructions (he will obtain staff signatures).
6. **Questions...** VC55+ **Administrative Assistant** Cummie 919-245-4244 [cdavis@orangecountync.gov](mailto:cdavis@orangecountync.gov)
7. **Forms...** VC55+ office or ONLINE [www.orangecountync.gov/aging/volunteerconnect55.asp](http://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>Fashion Show</i>	2						1						1																			
Committee work: <i>FS Publicity</i>	2										1						1															
<i>FS Decorations</i>	2										1						1															

**Use Back to Log Your Hours**

