

| Date | Agency & Job | Agency & Job | Agency & Job | Agency & Job |
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Volunteer Connect 55+
Orange County Department on Aging
Volunteer Monthly Hours rev 4-1-2015
 DUE the 10th of the month following service

1 Service Month / Year _____

2 Date Submitted _____

3 Volunteer Signature This is an accurate statement of my volunteer hours during the above month.

Print

Sign

4 Directions: (more info on back)

- Use one form per month. Indicate service month.
- You can record your service hours for up to 4 different volunteer jobs on one form. Specify job title at the top of the column. Then report your hours in the same column. Please total your hours for each column.
- **Time Travel:** You may include travel time once you start your assignment but not to and from your home to your assigned location. See **Time Travel Policy** (back).

5 SEND TO

Orange County Department on Aging
Seymour Center-Volunteer Connect 55+
 2551 Homestead Rd
 Chapel Hill NC 27516

Cummie 919-245-4244 **FAX** 919-968-2093
cdavis@orangecountync.gov

OR GIVE TO:
 the Front Desk Staff at an OC Senior Center

6 _____ _____
 Volunteer Connect 55+ staff Date received

Any changes? _____

Phone _____

Email _____

Address _____

Volunteer Connect 55+ Volunteer Monthly Hours Report (rev. April 1, 2015)

Purpose

For Volunteer Connect 55+ Volunteers to report service hours.

Sources of Forms

1. Volunteer Connect 55+ Office
2. at desk in Senior Center lobby

Form Details

1. Submit when completed. The volunteer can mail, fax or deliver the report to the Volunteer Connect 55+ office or ask a senior center staff person to submit. Electronic signatures are acceptable.
2. **If you miss a month, please report hours anyway. We can accept hours until we file our annual report, approximately Mid July.**

Calendar Details

For Each Date of Service SHOW

- **Hours** – Hours served by day or just the Total.
- **Time Travel: In some cases, volunteers may include travel time as volunteer service in or outside Orange County. Refer to timesheet policy online.**
- **Name of Agency**
- **Job Title** or service you provide at the volunteer agency

Safety Concerns?

Please let us know if there are safety concerns with your assignment

Possible Results of Reporting Hours

- Your hours and activities as a volunteer serving the Orange County Department on Aging speak as a unified voice on the volunteer service of active older adults in this county.
- They result in greater visibility of seniors as vital contributors to our communities when older adults get involved as volunteers.
- Plus, the surveys completed at the Senior Centers provide information that is included in local reports on the impact made by those volunteers serving senior center programs.
- Volunteer Connect 55+ is not funded based on numbers.