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Total ➔				

Volunteer Connect 55+
Orange County Department on Aging
Volunteer Monthly Hours Rev 8/15/22
DUE the 10th of the month following service

- 1 Service Month / Year** _____
- 2 Date Submitted** _____
- 3 Volunteer Name** This is an accurate statement of my volunteer hours during the above month.

Print

- 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.
- 5 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).

SEND TO

OCDOA VC55+
c/o Seymour Center
2551 Homestead Rd
Chapel Hill NC 27516

OR GIVE TO: the Front Desk Staff at Seymour or Passmore Center

OR Volunteer Coordinator at 919-245-4241

- 6 Thank you for your service.**

Any changes?	Please let us know
Phone	
Email	
Address	
Other info	

Volunteer Connect 55+ Volunteer Monthly Hours Report (rev. 8/15/2022)

Purpose

For Volunteer Connect 55+ Volunteers to report service hours.

Sources of Forms

1. Volunteer Connect 55+ Office
2. Desk in Senior Center's 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. Be sure to fill in the service month.
2. **If you miss a month, please report hours anyway & indicate the month of that service.**
3. **We can accept hours until we file our annual report, the first week of Jan & July of the fiscal year.**

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 impacted, but not funded based on these numbers.