VOLUNTEER MATCH DISTRIBUTION TIME REPORT

Contractors are required to maintain daily time and attendance records specifying time devoted to the VOCA project for all positions, including volunteers used as match for the grant.

VOLUNTEER NAME	PERIOD ENDING DATE	CVA PROJECT #
		20070-24V18
		AGENCY FISCAL YEAR
		2022

DAILY HOURS BY FUNDING SOURCE

SOURCE	DATE	DATE	DATE	DATE	DATE	DATE	DATE		DATE	DATE	DATE	DATE	DATE	DATE	DATE
	SUN	MON	TUES	WED	THUR	FRI	SAT		SUN	MON	TUES	WED	THUR	FRI	SAT
Fundraising															
General Admin															
Maintenance & Organization															
DAILY TOTAL															

MY ONLINE SUBMISSION OF THIS FORM CONFIRMS THAT THE ENTRIES ON THIS REPORT ARE, TO THE BEST OF MY KNOWLEDGE, COMPLETE AND TRUE.

VOLUNTEER SIGNATURE	VOLUNTEER NAME	TITLE	DATE
		Volunteer/Intern	

SUPERVISOR SIGNATURE	SUPERVISOR NAME	TITLE	DATE
	Callie Belt	Volunteer Coordinator	

Fundraising: Any activities that raise funds for the agency, preparation for such activities, or documentation of such activities (Donor Perfect, Thank you letters)

General Admin: Any administrative activities not directly related to clients or client service.

Maintenance and Organization: Activities related to staff or facility organization, tending to facility maintenance or staff maintenance needs (not client services)