**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 | | | | | | | | | | | | | | |  | |
| S  O  U  R  C  E | 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 |
| **Client Direct Maintenance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Non-direct Shelter Maintenance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 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 | | | |  | | |  | |