

RSVP and the Volunteer Center of the United Way

48 Court Street, Middlebury, VT 05753 • rsvpvcadd@aol.com • (802) 388-7044

Volunteer Hours Reporting Form

RSVP collects and documents the number of hours that each of our volunteers completes at his/her volunteer site. This data is used in many ways:

- 1) It verifies that the RSVP member has been actively volunteering,
- 2) It supports RSVP's application for federal, state and local funding,
- 3) It provides the non-profits that we serve with in-kind match when applying for federal funding,
- 4) It helps us promote volunteerism and acknowledge our volunteers' commitment to the community.

Please complete this form monthly and return it to RSVP via fax: 388-8996 or U.S. Mail. Alternatively, you may email us your volunteer's hours at: rsvpvcadd@aol.com. Thank you!

Organization Name: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail address: _____

Month/Year: _____

<u>Volunteer Name</u>	<u>Job Title</u>	<u>Date</u>	<u># of Hours Completed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Volunteer Supervisor: _____ Date: _____