

VOLUNTEER TIME AND DONATIONS RECORD

Please record separately each instance of volunteer activity on behalf of Lutheran Family Services (LFS) and/or its clients. Turn this form in monthly to the LFS Volunteer Coordinator. Please know your time, miles and donations are appreciated and valuable. Taking a moment to fill out this form simply gives LFS the opportunity to know what sort of support the agency and clients are receiving and to value that support for its budget and reporting requirements.

Thank you!

Refugee Name (if applicable):		Volunteer Name:			
Date of Arrival (if applicable):		Signature: <input type="checkbox"/> If you submit this form electronically, please check this box to indicate signature.			
Date <small>(mm/dd/yy)</small>	Type of Activity <small>(Visit, Outing, Meeting, Transportation, Office, etc.)</small>	Notes <small>(Describe the activity and which client(s) benefited, when applicable)</small>	Donations/Value <small>(Attach receipt for new items purchased)</small>	Hours	Miles
Total:					
For office use only		Totals allocable to MG: \$			
		MG rates allowed:	—	\$20.72/hr	\$.36/mi
		Total dollar value for MG match: \$		\$	\$
For office use only	Case #	Month Captured		Staff Initials	

Tips for Recording Activities

Hours: record in hours or half-hours the time you spent helping refugee/asylee clients and/or LFS.
Miles: total the miles driven from start to finish (including getting you to and from home when applicable). Mileage can be calculated using online services such as Google maps, Mapquest, etc.
Donations: state the item along with its fair market value, keeping in mind use, age, condition, etc. If the item was bought new and a receipt is attached, the donation can be counted as a cash donation instead of a gift-in-kind. If you would like a receipt for a gift-in-kind donation, please contact LFS.