

Name of group or organization: _____

Month/Year: _____

Thank you for taking the time to document your volunteer activity. This record of time spent, services provided, and miles driven on behalf of the Knox County Homeless Coalition is not only greatly appreciated; it will help us to continue developing client programming, in the future. The information requested on this form is also required for many grant applications and audits. We are grateful for all you do for our organization!

Please make sure you record each volunteer activity on a separate line. Round hours and miles to .25

Date (mm/dd/yy)	Volunteer Activity **	Hours Worked	Miles Driven
1			
2			
3			
4			
5			
6			
7			
		Total Hours:	Total Miles:

* If the same as listed above, then you can leave this column blank.

** If you only listed and performed one volunteer service, then you can leave this column blank.

Comments: _____

Please complete and return this form by last day of every month.

You can drop the form off at our Hospitality House location (169 Old County Rd., Rockport, ME 04856); you can mail it to Knox County Homeless Coalition, P.O. Box 1696 Rockland, ME 04841 Attn: Volunteer Coordinator; or you can email it to: info@homehelphope.org