

Examples of Volunteer Tracking Forms

- Non-Professional Volunteer Form
- Professional Volunteer Form
- Board or Committee Reporting Form

NOTE: Items in this section noted as “EXAMPLES” are for illustration purposes only. Their inclusion in this manual are as examples of good practices, not as “official” templates.

ABC County Partnership for Children Receipt Voucher for In-Kind Contribution of NON-PROFESSIONAL Volunteer Services

Name of Volunteer _____

Month/Year _____

Address _____

Project Name _____

City _____

Organization _____

Phone () _____ () _____
Home Work

Detailed Record of Professional Volunteer Hours Worked

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours	Hourly Rate*	Total Value
Volunteer Hours																		\$17.93	\$
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Volunteer Hours																		\$17.93	\$
TOTAL VALUE: \$																			

1. On the back of this page, please describe the type of volunteer services performed on each of the days noted above.

2. By my signature below, I certify that I served as a volunteer to this organization for the hours as noted above and did not receive compensation for my services.

Volunteer Signature _____

Date _____

3. By my signature below, I acknowledge receipt of the above-mentioned volunteer services.

Authorized Employee _____

Date _____

*Under legislation by the NC General Assembly in 2000, non-professional services will be valued at the statewide average rate as calculated from data compiled by the Employment Security Commission in the *Employment and Wages in North Carolina Annual Report*. Based on data in the 2006 report, the most recent available, the non-professional volunteer rate for FY08 is \$17.93 per hour.

ABC County Partnership for Children Receipt Voucher for In-Kind Contribution of PROFESSIONAL Volunteer Services

Name of Volunteer _____

Month/Year _____

Address _____

Project Name _____

City _____

Organization _____

Phone () _____ () _____
Home Work

Detailed Record of Professional Volunteer Hours Worked

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		Total Hours	Hourly Rate*	Total Value
Volunteer Hours																		\$	\$
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Volunteer Hours																		\$	\$
TOTAL VALUE: \$																			

1. On the back of this page, please describe the type of volunteer services performed on each of the days noted above.

2. By my signature below, I certify that I served as a volunteer to this organization for the hours as noted above and did not receive compensation for my services.

Volunteer Signature _____

Date _____

3. By my signature below, I acknowledge receipt of the above-mentioned volunteer services.

Authorized Employee _____

Date _____

*Volunteers that are providing services for which they would have otherwise have been paid, should value their time based on the salary or fee charged for such services. This hourly rate must be corroborated through independent documentation. Such documentation could include a copy of the volunteer's current payroll information or pay stub, fee schedules, salary studies for the service being offered, etc. The documentation must be more than just a statement by the volunteer in order to meet the audit standards.

**To compute an hourly rate for someone that is paid on an annual salaried basis, take the total salary and benefits and divide by 2080. That amount is the hourly rate to be used in valuing the individual's time.

