



## **Volunteer Hours Timesheet**

If you are an active volunteer here at the Senior Center or you are a Center member who volunteers in the community, we would love for you to tell us where you're volunteering and how much time you're putting in. We have created a "Volunteer Hours Timesheet" so that you can record the volunteer hours you put in at Senior Center, Inc. AND the volunteer hours you work in the community.

We capture this volunteer information so we can tell our "Volunteer Resources Program" story. It is important to our funders and to our corporate friends that our members are actively involved in helping us do the day-to-day work at the Center. It is also great when we can use statistics to tell people just how involved our Senior Center members are all over the community. We don't get any funding for tracking our volunteer hours, but we do feel it is one tangible way to measure the impact of volunteering on our membership and on our community.

If you are a volunteer program leader, please record all of the hours it takes for you to do research, prepare for your group or program, and lead the group or program. We need to capture a realistic picture of what is involved to be a volunteer leader of our many groups or programs.

If you are involved in a performance group here at the Center, please record volunteer hours for only those times when you are performing. We feel that when you are rehearsing or practicing, you are a participant in a Center program. However, when you are performing, you are ambassadors or representatives of the Senior Center, so you should consider performance time as volunteer time.

It works best for the Volunteer Resources Program if you turn in your volunteer hours each month. This allows us to input the data from the hard copy into our tracking database in a timely manner. You can drop off and pick up Volunteer Hour Timesheets at the Front Desk or you can stop by Jane's office on the second floor. Thank you for helping us track the progress and success of our Volunteer Resources Program. Should you have any questions, please contact LaDelle Holland, Coordinator of Volunteer Resources at 974-7756 or [ladelle@seniorcenterinc.org](mailto:ladelle@seniorcenterinc.org) .