

TRTA Community Volunteer Service Committee



Individual Hours of Community Volunteer Service

**Mail in JANUARY to Local Unit
Community Volunteer Service Committee Chairman**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31

Remember:

1. Volunteer hours may be counted for any service that is provided without pay to an individual or group.
2. Record hours spent in volunteer work from the time you leave home until the time you return. Also count the time you spend preparing to do the volunteer work, i.e., preparing a speech or baking cookies.
3. Combine all volunteer hours together regardless of type of serve performed.
4. Make a habit of recording the activities on a regular basis. A date book is ideal for keeping track.

Name _____

Phone _____

Local Unit _____ District _____

MONTH	TOTAL HOURS	MONTH	TOTAL HOURS
JANUARY		JULY	
FEBRUARY		AUGUST	
MARCH		SEPTEMBER	
APRIL		OCTOBER	
MAY		NOVEMBER	
JUNE		DECEMBER	

TOTAL: _____

TRTA Community Volunteer Service Committee



Local Unit Annual Report Form

District Community Volunteer Service Committee Chairman _____

District _____ Phone _____

**Mail by FEBRUARY 1 to District
Community Volunteer Service Committee Chairman**

HOURS TO BE REPORTED FOR TIME PERIOD JANUARY 1 THROUGH DECEMBER 31

Total Number of Members _____

Total Number of Members Participating _____

Local Unit _____

Local Unit Member Submitting the Most Hours _____

Submitted by _____

Title

**TOTAL NUMBER OF COMMUNITY VOLUNTEER SERVICE HOURS
FOR LOCAL UNIT**
