



RECORDING YOUR HOURS

PLEASE FOLLOW THESE GUIDELINES FOR RECORDING YOUR HOURS:

Fill in the following information *each* time you volunteer. Be sure to include your travel time.

- Date
- Total hours worked (including travel time to & from Cheekwood)
- Task/position (Please use the Position Key located on the Hour Log)

Hours are collected and tallied on a quarterly basis and December 31st is the annual cut-off date for handing in all your hours for the year.

If you are a new volunteer and you do not yet have an Hour Log, contact the Volunteer Coordinator at 353-6966 or you can download a copy from Cheekwood.org. The Volunteer Coordinator will also be happy to email you a copy. You can request a copy by emailing volunteers@cheekwood.org.

“Why do I have to keep track of my hours?” Keeping up with your hours is important to Cheekwood because, as a non-profit agency, we receive funding through various grants. Evidence of community support speaks volumes to foundations and government agencies as they consider where to allocate their funds. These funds help Cheekwood operate.

The hours you choose to spend with us are important to the staff at Cheekwood. The record of your service hours is also used to show recognition to our Volunteers!

Thank you for all you do for Cheekwood! Your contribution matters!