

NH LAKES 2016 Lake Host Program Volunteer Match Sheet (v3)

INSTRUCTIONS:

Volunteers: As you volunteer, keep track of your time and/or any out-of-pocket expenses by filling in one row each time you volunteer time or incur an expense. Give your sheet(s) to your Point Person/Managing Lake Host at the end of the payroll period every two weeks. *Be sure to sign your sheet.*

Point Persons/Managing Lake Hosts: Verify and sign off on each volunteer match sheet, and mail to NH LAKES at the end of every two week pay period (NH LAKES, 14 Horseshoe Pond Lane, Concord, NH 03301).

Questions: Contact NH LAKES at (603) 226-0299 or lakehost@nhlakes.org.

Name of Local Organization: _____

Name of Volunteer: _____

Pay Period #: _____

(2016 Payroll Periods: #1 April 25– May 8; #2 May 9 – May 22; #3 May 23 – June 5; #4 Jun. 6 –Jun. 19; #5 Jun. 20–Jul. 3; #6 Jul. 4– Jul. 17; #7 Jul. 18–July 31; #8 Aug. 1 – Aug. 14; #9 Aug. 15–Aug. 28; #10 Aug. 29–Sept. 11; #11 Sept 12–Sept 25; #12 Sept. 26 – Oct.9; #13 Oct. 10 – Oct.23)

Column 1 Date of Volunteer In-kind Match	Column 2 Activity <i>(specify ramp time, travel time, admin time)</i>	Column 3 Volunteer Time in Hours <i>(round to nearest 0.25 of hour)</i>	Column 4 Volunteer Hour Cash Equivalent Rate <i>(\$23.07 per hour)</i>	Column 5 Cash Equivalent of Volunteer Hours <i>(Multiply column 3 by column 4)</i>	Column 6 Out-of-Pocket Expense Item <i>(Specify postage, copies, mail, miles, or other)</i>	Column 7 Out-of-Pocket Expense Amount (\$) <i>(Do not include mileage)</i>	Column 8 Miles driven (to/from ramp/ Training) <i>enter distance traveled in miles)</i>	Column 9 Mileage Rate <i>(\$0.54 per mile)</i>	Column 10 Cash Equivalent of Mileage <i>(Multiply column 8 by column 9)</i>	Column 11 TOTAL MATCH <i>(Add columns 5 +7 +10)</i>
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I hereby certify that the above is correct (*Volunteer signature*): _____ Date: _____

Certified by (*Point Person signature*): _____ Date: _____