

2018 LAKE HOST PROGRAM VOLUNTEER MATCH SHEET

Name of Local Organization: _____

Name of Volunteer: _____

Pay Period #: _____

Instructions: Record all of your time spent traveling, lake hosting, performing administrative duties, expenses you have incurred for the Lake Host Program, and miles driven for the program. Turn signed volunteer match sheets to the Point Person or Manager in their preferred manner.

	Date of volunteered time M/D/Y	Volunteer Activity (specify ramp time, travel time, administrative time)	Time Spent (Round to nearest 0.25 of hour)	Out-of-Pocket Item (Ex: postage, photo copies)	Out-of-Pocket Expense (Enter \$ amount)	Mileage	
						Destination (Ramp, training, post office, etc.)	Number of Miles Driven
Row A					\$		
Row B					\$		
Row C					\$		
Row D					\$		
Row E					\$		
Row F					\$		
Row G					\$		
Row H					\$		
Row I					\$		
Row J	Total Volunteer Hours= (add rows A – I)			Total Out of Pocket Expenses= (add rows A – I)	\$	Total Miles (add rows A – I)	
Row L	(Total Hours) x (\$24.14)		\$			(Total Mileage) x (\$0.545)	\$

I certify that the above is correct (Volunteer signature): _____ Date: _____

Certified by (Point Person/Manager signature): _____ Date: _____