



Dear Volunteers,

The Board is encouraging all volunteers to renew their efforts in filling out their monthly volunteer reports, including approximate miles, even if no RTA mileage reimbursement is requested.

Why is this important? Here's the simple explanation:

LAH offers its 140+ clients FREE services that cost money. The Board is constantly fund-raising, one way or another. Prospective donors need to know what the volunteers do to merit a donation (transportation, errands, friendly visits or calls, home repairs, socials, food delivery, etc.), how many hours we work and miles we drive. Statistics gathered are the foundation of every grant proposal we write.

If you don't submit a report or your report is incomplete, you and your work aren't counted accurately. Information listed on the form is entered into a database that gives a numeric summary of how hard we've worked every month. Reimbursement by RTA is optional – if you don't enter your home address, you won't be reimbursed. (If you request reimbursement, you are not taking money from LAH – the money comes from RTA, the Regional Transport Authority for Pima County.)

The last page is an example of the form to show how to report the valuable work you do. Please identify your stops/destinations (doctor, dentist, library, grocery, etc.) with their addresses. By doing that, if you're unsure about how to enter your information, data entry can make a determination.

Hours: Total time to/from your house is entered this way:

1 hour =	1.00
1 hour and 15 minutes =	1.25
1 hour and 30 minutes =	1.50
1 hour and 45 minutes =	1.75 etc.

Hours are rounded off to nearest quarter hour on the clock.

Miles: Ride Miles = TR (client is in the car): Medical, Grocery, Other ... indicate which one
Enter miles as follows:

Starting point is your house; drive to collect client; take him/her to destination(s);
drop off client at his/her house; return to your house.

Errand Miles = ER (client is not in the car): Medical, Grocery, Other. ... indicate which one
Enter miles as follows:

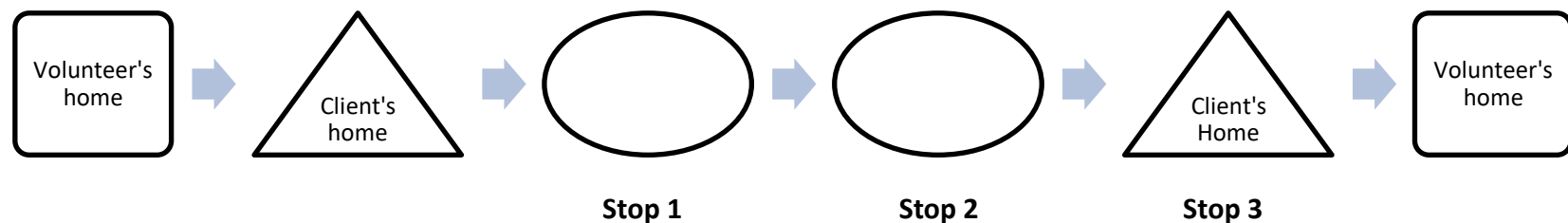
Starting point is your house; drive to errand destination(s); drop off or pick up items;
return to your house.

Other Miles = such as Friendly Visits, Housekeeping, Yard Work, Safe Home,

- Please do not list two dissimilar activities on the same line.
- Repetitive activities for the same client / recipient can be combined. (See example.)
- Do not include activities for recipients who are not LAH clients.

Don't forget to include and briefly describe activities for Lend A Hand that don't entail driving (phoning clients, administrative/computer work, meetings, fund-raising, website/Facebook, etc.) These hours count!

In the final column, the number of **Stops** is listed. ("Times" refers to a repetitive task, e.g., the number of times a Friendly Phone Call or Friendly Visit is made to the same client.) The drawing below shows how to calculate stops – how they were calculated for Lois Lane in the example. (As you can see, picking up the client does not count as the first stop.)



VOLUNTEER MONTHLY REPORT

PROGRAM NAME: *Lend A Hand*

VOLUNTEER NAME: _____ VOLUNTEER SIGNATURE: _____ DATE: _____

Enter Starting Address for RTA Mileage Reimbursement: *Your Home Address, if you want RTA reimbursement*

By requesting RTA/VTS reimbursement I verify I am *not an employee* of this program and that I am *driving my own vehicle*.

Date	Recipient/Client Name	Description of Service <small>For RTA reimbursement list each stop on a separate line along with the address or cross streets</small>	Hours	Ride Miles	Errand Miles	Other Miles	Stops/Times
7/1	Superman	TR O Pueblo Senior Center, Irvington & Fifth (one way)	0.5	11			1
7/2	Lois Lane	TR M+ Radiology Ltd., 5 th & Wilmot	3	20			4
		Fry's, Grant & Swan					
		Bank of America, 111 E. Speedway					
7/2	Lois Lane	ER M p/u Rx at Walgreens on 1st (client was not in the car)	0.25		2		1
7/3	Peter Parker	ER G+ Fry's, Oracle & Wetmore (client was not in the car)	1.5		10		2
		Ace, Oracle & Orange Grove					
7/5	Bruce Wayne	TR G Albertsons, Campbell & Glenn	2.25	7			2
7/10	C. Kane	FV Friendly Visit	0.5			2	1
7/23	LAH	ER PDP Delivered produce to 10 clients	2		15		10
7/31	Bertha Brown	FV - client is ill in bed (8 visits, each 15 min. Combine repetitive activities for same client	2			16	8
		<i>Hours should be expressed as .25, .5, .75, 1, etc.</i>					
		<i>Example of stops calculation for Lois Lane above:</i>					
		Stop #1 at Radiology = 1 stop					
		Stop #2 at Fry's = 1 stop					
		Stop #3 at bank = 1 stop					
		Drop client at home = 1 stop = 4 stops					
<small>Transportation: TR – Errand: ER – Friendly Visit : FV- Friendly Phone Call: FP – Caregiver Relief: CR – House Keeping: HK – Home Maintenance: HM – Other: O</small>							

Program Coordinator: _____ Date: _____