

RECORD KEEPING

In order to evaluate and maintain a high quality program, volunteers are asked to send in a monthly time sheet to their Volunteer Coordinator. Record keeping is important for the following reasons:

- Records confirm that the agency is achieving its mission.
- It measures the agency's effectiveness.
- Statistics provide concrete data for:
 - Current supporters
 - Potential contributors
 - Community leaders
 - Congregations

The CareGivers, Inc.

Monthly Volunteer Log

Volunteer Name: _____

| <i>Date</i> | <i>Client</i> | <i>Hours</i> | <i>Miles</i> | <i>Service Provided</i> |
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GR= Grocery Store Ride DR= Doctor Ride FV= Friendly Visit RC= Reassurance Calls OT= Other