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:_____

Date	*Client*	*Hours*	*Miles*	*Service Provided*
				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT
				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT
				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT
				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT
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				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT
				❒ GR ❒ DR ❒ FV ❒ RC ❒ OT

GR= Grocery Store Ride DR= Doctor Ride FV= Friendly Visit RC= Reassurance Calls OT= Other