

2011 Volunteer Match Documentation Sheet (FAX Version)

Instructions: Point Persons and other volunteers, as you volunteer for the Lake Host™ Program, keep track of your time and/or any out-of-pocket expenses by filling in one row for each time you volunteer or incur an expense. (Use another sheet if you volunteer more than 10 times in a 2-week period.) 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:** By "Payroll Monday Afternoon (4 PM)," FAX or email each volunteer's sheet (including your own), along with your Lake Host(s) timesheets, to NH LAKES (FAX # is 224-9442. Email is lakehost@nhlakes.org). **Be sure to certify (SIGN) each sheet, prior to faxing or scanning and emailing it.** OR, use the electronic version of this sheet and email to lakehost@nhlakes.org. After faxing or emailing each pay period, **original signed volunteer match sheets must mailed to NH LAKES.**

Payroll Monday Afternoons (4 PM): May 30, June 13, June 27, July 11, July 25, Aug. 8, Aug. 22, Sept. 5, and Sept. 19.

Name of Volunteer _____

Name of Organization _____

Period: from (date) _____ to _____

(1) Date	(2) ITEM (training time; travel time to & from training or ramp; administration time, ramp coverage time, etc.) Indicate which of the above.	(3) Number of Hours (for the item in #2)	(4) Cash Equivalent (Col. #3 x \$20.85/hr. = \$_____)	(5) OUT-OF-POCKET EXPENSES (postage; copies; mileage @ \$0.51/mile) Indicate kind of expense and \$ amt.	(6) Total \$ Amount (column 4 + col. 5)
TOTALS		_____ hrs.	\$ _____	\$ _____	\$ _____

Also, from column #3, please indicate: **Total RAMP Hours:** _____ **Total OTHER Hours:** _____

I hereby certify that the above is correct: _____ Date _____
(signature of volunteer)

Certified by _____ Title _____ Date _____
(must be signed and dated by the Point Person/Managing Lake Host in order to count toward your match)