

Volunteer Hours In-Kind Documentation form

1. ☐ Meeting

Purpose of meeting _____

Time & Date _____ Location _____

Attendees and pay rate structure (EFF)

Name	Pay rate structure x hours	Volunteer \$ amount

TOTAL In-Kind VALUE: _____

2. ☐ Training

Type of training _____ Instructor _____

Time & Date _____ Location _____

Attendees and pay rate structure (EFF)

Name	Pay rate structure x hours	Volunteer \$ amount

TOTAL In-Kind VALUE:

3. ☐ Hours worked

Type of work _____

Time & Date _____ Location _____

Work performed by

Name	Pay rate structure x hours	Volunteer \$ amount

TOTAL In-kind VALUE: _____

Donated Hours

4. ☐ Donated Professional Hours

Business name _____

Time & Dates _____ # of hours _____

Type of work _____

Rate of pay for professional _____ Total \$ _____

5. ☐ Donated Supplies

Provide receipt with donation type, cost, and name of who donated. Donation receipt from the LOCAL FIRE AGENCY is preferred.

6. ☐ Donated Facility Use

Business or Facility name _____

Time & Dates _____ # of hours _____

Rental rate _____ Total \$ _____

7. ☐ Donation of Mileage Compensation

Driver's name & title _____

Time & Date of travel _____ # of hours _____

Mileage rate _____ Total \$ _____