



Volunteer Time Report

Volunteer Name:

Service Dates: _____ to _____

Your Staff Coordinator's name:

Page 1: Non-Teaching

Please report time in each category applicable to your volunteer work.	TOTAL HOURS
Student record keeping and/or lesson planning and/or <u>travel time</u> (to and from student appointments).	
Training/professional development and <u>travel time</u> (to and from). [Time spent consulting with teacher or volunteer coordinator, volunteer orientations/trainings, in-service meetings, providing or attending workshops, conferences, etc.]	
Office support work and <u>travel time</u> (to and from the CVABE learning center).	
Outreach, publicity, events, program planning and <u>travel time</u> (to and from). [Petitioning, attending town or other community meetings or events on CVABE's behalf, participation with program planning, etc.]	
Board of Directors and <u>travel time</u> (to and from) [Meetings, pre-meeting prep work, fundraising, committee activity, strategic planning, evaluation, electronic and phone communications, etc.]	
Other misc. volunteer activities and corresponding <u>travel time</u> (to and from). (Please describe)	

Comments/Questions/Concerns - How can we better assist you with your work as a CVABE volunteer?

Please send your timesheet to paperworkgenie@cvabe.org. (If you have any questions about completing this form, please contact your local Staff Coordinator or Gale Rome at 802-476-4588 or via email at grome@cvabe.org.)



Thank you, CVABE Volunteers!

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Page 2: Instruction and Enrichment Time [Put student recordkeeping, lesson prep and/or travel time on reverse]

This time includes instruction, enrichment activities or additional time with students such as meeting/planning with students, workshops, book discussions, field trips, graduations, etc.

SUBJECT Choose ONLY ONE

- L Language
LS Listening & Speaking
M Mathematics
R Reading
W Writing
AI Advocate & Influence
CO Cooperate w/ Others
GO Guide Others
LT Learn through Research
OC Observe Critically
RC Resolve Conflict & Negotiate
SP Solve Problems & Make Decisions
TR Take Responsibility for Learning
UT Use Information & Communications Technology

INTERACTION Choose ONLY ONE

- 1 One-on-One
2 Lead class or workshop
3 Assist teacher in class, group, workshop

LOCATION Choose ONLY ONE

- H Home
LC CVABE Learning Center
W Workplace
T Technical Center
CO Community Organization (library, church, senior center, school, etc.)

Table with 6 columns: STUDENT NAME, Date of Instruction, Instruction/Enrichment Hours, SUBJECT ONE Letter Code, INTERACTION ONE # Code, LOCATION ONE Letter Code. Includes a sample row for 'SAMPLE Student'.

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Thank you, CVABE Volunteers!

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