

Volunteer Tracking Form
Tyler County Heritage Society, Inc.
Receipt Voucher for In-Kind Contribution of Volunteer Services

For all Volunteers, members and nonmembers, who are performing their service at any location for TCHS. Correctly tracking and recording this In-Kind Service is a valuable asset for the TCHS.

Name of Volunteer		
Address		
City/State/Zip		
Home Phone ()	Work Phone ()	Cell Phone ()
Month/Year		

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Activity															
Volunteer Hours															
Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Activity															
Volunteer Hours															
															31

Total Hours: _____ Hourly Rate*: _____ Total Value*: _____

- *Hourly rate and total value are to be left blank at this point. For volunteers providing specialized skills, consult with this tracking program manager.**
- Activities:
- A. ADMINISTRATION:** Organizational implementation & clerical work
 - B. EDUCATION:** All forms of education and preparation
 - C. RESEARCH:** All forms of background research for enhancement of educational presentations and the organizing and preservation of these materials in Whimyer Library to preserve Tyler County History
 - D. MAINTENANCE/CONSTRUCTION:** All forms of M/C
 - E. OTHER:** Detail activity on back page (2)
- Please record your time in increments of .25 (.25=15min, .50=30min, .75=45min, 1.00=1hr), utilizing the corresponding alphabet letter to designate the activity.

By my signature below, I certify that I served as a volunteer to this organization for the hours as noted above and did not receive compensation for my services.

Please sign, email to whimyerlibrary@gmail.com (409-283-2272), hand deliver or mail to:
 Tyler County Heritage Society
 Attn: Volunteer Form
 P.O. Box 888
 Woodville, TX 75979

Volunteer Signature: _____ Date: ____/____/____

Authorized Person: _____ Date: ____/____/____

**Volunteer Tracking Form
E. Other Details**

Date	Activity & Location	Description of Volunteer Service