

## VOLUNTEER TIME SHEET

Silver Bay YMCA is incredibly thankful for your volunteer service. We wouldn't be the nonprofit we are today without you! For tax purposes, please complete this form as accurately as possible.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Please Check Appropriate Box:

Age:

☐ Adult (18+) ☐ Youth (Under 17 years)

Department Where Assigned:

☐ Council Projects ☐ Development  
☐ Food Service ☐ Guest Services  
☐ Hospitality Services ☐ Maintenance  
☐ Program ☐ Special Events  
☐ Spiritual Life

Supervisor: \_\_\_\_\_

Please note day(s) and hour(s) volunteered:

Day	Date	Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Wondering how many hours you've volunteered so far this year? Contact the Volunteer Coordinator at [volunteer@silverbay.org](mailto:volunteer@silverbay.org) for an update!

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**It is Silver Bay's intent that all volunteers have a positive volunteer experience. Please provide comments on your experience – they are appreciated!**

Did you feel valued as a volunteer? Yes No

Were the requirements of your volunteer assignment explained clearly and did you receive appropriate training for your assignment? ☐ Yes ☐ No

Was your supervisor helpful and supportive? Yes No

Would you refer others to volunteer at Silver Bay? Yes No

If you wish, please comment on your volunteer experience and provide any suggestions you might feel appropriate to enhance Silver Bay's Volunteer Program.

Do we have your permission to publish your comments in promotional materials? Yes ☐ No

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IRS regulations made incident to the rendition of volunteer services to a charitable organization, may be deductible charitable contributions. Expenditures may be substantiated by the donor's normal records and an abbreviated written acknowledgment provided by the charitable organization receiving the volunteer service. It is important, therefore, that we have a documented record on file (time sheet) to support any charitable contributions you wish to claim with IRS.

Wondering how many hours you've volunteered so far this year? Contact the Volunteer Coordinator at [volunteer@silverbay.org](mailto:volunteer@silverbay.org) for an update!