

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: _____

Primary 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** **Gardens/Trails**

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 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!

Are you a member of the Silver Bay Council? Yes No

If not, would you like to receive more information about the Silver Bay Council? Yes No

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

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

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.

All Silver Bay volunteers are required to fill out a volunteer application and background check annually. If you have not done so, please visit <https://silverbay.org/forms/>