Grace Hospice
Volunteer Activity Log

Volunteer Name _____ **Month** _____ **Year** _____

Date	Activity	Visit Time	Non-Visit Time	Travel Time	Total Hours	Total Miles
	TOTALS			+	=	

Volunteer _____ **Date** _____

Volunteer Coordinator _____ **Date** _____

Time Calculations & Tips

15 minutes = 0.25
30 minutes = 0.50
45 minutes = 0.75
1 hour = 1.00

- Remember that any amount of time under 15 minutes is rounded to 15 minutes, equaling 0.25.
- Remember to round all time increments to the nearest quarter (20 minutes is rounded to 15 minutes, 25 minutes is rounded to 30 minutes, etc.)
- Mail to Volunteer Coordinator at end of every month.
- All documentation should be written in black ink.
- Time taken for calls to set appointments and to fill out paperwork should be counted under "Non-Visit Time."