



Reporting volunteer hours

A volunteer hour is an hour of an individual's time during which he or she **represented** the chapter or National PVA in the performance of a job, or by attendance at a meeting or event. The time counted is the time actually spent in the accomplishment of the mission. Reasonable time for travel to and from the location will also be allowed.

Note: Volunteer time is time given by a volunteer who does NOT receive wages (a stipend) from any organization, agency, or company for services provided for that time.

Time spent **PARTICIPATING** in recreational events, i.e., **National Veterans Wheelchair Games, Trap Shoots, Bass Tournaments or other sporting events** **will NOT** count as volunteer hours. However, the time spent in the organization and supervision of such events may be counted.

Reminder: each volunteer hour has to be reported on a volunteer's time sheet, program code and description needs to be use accordingly.

Volunteer Activity Forms for new volunteers to sign up are available at the office as well as Volunteer Time Sheets for members to submit no later than the 10th of each month by email to vpva@vaughanpva.org, FAX to (708) 947-9755, Address: Vaughan PVA, 2235 Enterprise Drive – Suite 3501, Westchester, IL 60154.

Please feel free to contact us if you have any questions or concerns.

Vaughan Chapter, PVA
800-727-2234