

**LMVA VOLUNTEER HOURS
REPORT FORM
BY TOM BENGE**

Hours count towards any awards you may be eligible to receive.

LMVA Individual Time Sheet	
TASK	DESCRIPTION
ADM	ADMINISTRATION Meeting preparation & attendance, correspondence, membership, bookkeeping, timesheets, correspondence, and travel time
INT	INTERPRETIVE Interpretive walks, programs, including planning and follow-up
REC	RECYCLING All tasks for work involving recycling for LMVA
TRA	TRAINING Formal training , including preparation of materials and instruction
PUB	PUBLICITY Web site, social media, recruitment, outreach, Voice articles
VIC	ROOST & VIC -Maintenance , inventory, upkeep of facility
OTH	Describe other work:

Name:

Date mo/day	ADM	INT	REC	TRA	PUB	VIC	OTH	Total
Totals								

SEND TO: lmvahours@gmail.com

OR MAIL TO: Tom Benge 2634 Mobley St. San Diego, CA 92123