

Volunteer Activity Record

	Month:				Volunteer Name:				
Date:									
Direct Patient Services									
Administrative Support									
Caregiver Respite									
Companion/Emotional Support									
Errands/Deliveries									
Family Communication									
Hospice Team Communications									
Household Chores/Meal Prep									
Inpatient Unit									
Inpatient Unit FRONT DESK									
Pet Therapy									
Spiritual Care Support									
Transportation (Pt/Family)									
Veteran Visit/Honoring									
Vigil Visit									
Vigil Program Support/Coordination									
Bereavement									
Bereavement Home Visits/Calls									
Bereavement Administrative Suppport									
Bereavement Events (groups, COL etc)									
Memorial Svcs/Funerals									
Indirect Services									
Continuing Education/Meetings									
Fundraising									
Community Outreach									
Travel Time									
TOTALS:									

Volunteer Activity Record Instructions

- 1. Turn in at the end of each month (within 1 week); Your activity records are a Medicare requirement (volunteer hours must equal at least 5% of our total staff hours for each month.) so please be sure to turn them in on time.
- 2. Record **only one month's information per sheet** (do not combine more than one month on a sheet). If you need more time sheets, be sure to let Volunteer Services know.
- 3. Please mark your time in quarter hour intervals. You may round your hours/time upward to the nearest 1/4 hour.

Examples: 15 minutes = 1/4 or .25 20 minutes = 1/4 or .25 30 minutes = 1/2 or .50 25 minutes = 1/2 or .50

- 4. Remember to total each category at the bottom.
- Clarification of categories:
 - Inpatient: any and all hours of time you work the inpatient unit go under this title; you do not need to divide the time into different categories.
 - Inpatient FRONT DESK: hours worked at your assigned front desk shift. This will also include any time you spend helping staff
 and volunteers on the floor.
 - <u>Travel Time</u>: located under Indirect Services all volunteers should log your round- trip time for your destination. The only times
 you would not have travel time is if you are working out of your home. Please note that there is a different category for
 <u>Transportation</u>; this is to be used if you are providing transportation for a patient or family; it is a Direct Service.
 - Hospice Team Communication: is to be used if you are talking with the Volunteer Coordinator or other staff for any guidance or if
 you are providing us with information. This would also be the category to use if you attend IDG (Interdisciplinary Group) meetings
 on Thursdays.
 - Record Keeping: is to be used to track any time you spend time documenting for home visits or your monthly activities record.

Accurate record keeping is important to the program.

If other categories are not self-explanatory, please call for clarification.

Thank you very much for your attention to this information.