



### 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  $\frac{1}{4}$  hour.

Examples:     15 minutes =  $\frac{1}{4}$  or .25  
                    20 minutes =  $\frac{1}{4}$  or .25  
                    30 minutes =  $\frac{1}{2}$  or .50  
                    25 minutes =  $\frac{1}{2}$  or .50

4. Remember to **total each category** at the bottom.
5. 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.
  - Travel Time: 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 Transportation; 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.