Attachment C

Volunteer Time Tracker

Name _____
(Please print clearly)

Please fill in:

1. Your name.
2. Date that you worked for the shelter.
3. Number of hours worked on one activity. If you work on several teams within one day, **please list each separately!**
4. Activity Code. (See key at the bottom of the tracker; indicate which team you worked with.)
5. What specifically you did for that team. (For example, Volunteer A contributed 3 hours of work to the Golf Team; work may include keying, making phone calls, and posting flyers)

NOTE: Filled-in forms will be removed by the Volunteer Coordination Team when hours are calculated at the end of the month. Blank forms are available at the back of the time-tracking binder.

** You also may **e-mail** your hour totals to ffdasvolunteers@yahoo.com. Be sure to include full information as specified above.
** You also may enter your hours via the Volunteer section of the ***Friends*** **Web site**, www.deaborn-animals.com

Date Worked	Number of Hours Worked	Activity Code	Description of Activity Completed
Example *01-27-05*	*6.5*	*A9*	*PetSmart Offsite*

TEAM CODES

N General In-shelter Work (includes dog walking, cat cuddling, laundry, dishes, cleaning, vet transports, etc)
B Board activities

Animal Committee:
A1 - Adoption Follow-Up
A2 - Adoption Promotion (PetSmart, Wish List, Lost & Found)
A3 - Cat Care Crew
A4 - Community Outreach (education, spay day,microchip clinic, other public services)
A5 - Disaster Preparedness
A6 - Dog S.I.T. Team
A7 - Memorial Day Parade
A8 - Off-site Adoptions
A9 - PetFinder

Development Committee:
D1 - Appeals
D2 - Art on the Avenue
D3 - Auction Item Management
D4 - Beggin' For Bones
D5 - Black Tie & Tails
D6 - Critter Invitational Golf Outing
D7 - Dearborn Homecoming
D8 - Donation Jars
D9 - Easter Photos
D10 - Holiday Paws
D11 - Lions Calendar
D12 - Merchandise
D13 - Cookbook
D14 - Mutt Strut
D15 - Pins for Pets
D16 - Santa Photos
D17 - Vegas Night

Executive Committee:
E1 - Capital Campaign
E2 - Grants
E3 - Newsletter
E4 - Press/Publicity
E5 - Donor Management
E6 - Mailings, Telephone Follow Up,
E7 - Photography
E8 - Technology
E9 - Volunteer Hour Tracking
E10 - Volunteer Orientations
E11 - Volunteer Student Programs
E12 - Volunteer Mentor