



Wisdom to make a difference.

## KSC Alumni Association

### Time Sheet Reporting Instructions

**“Volunteers allow us to spend every dollar we have—and then do more.”**

**“Volunteers *extend* our budget.”**

It is important for the Alumni Association to demonstrate the impact it has through our volunteer work. One means of doing this is tracking the hours of volunteer time provided by countless alumni. Please help us track your impact through the following process:

#### Individual–

All individual volunteers should track their hours on the **Individual Volunteer Time/Activity Report**. Be sure to include the date and a brief description of the activity you performed and the committee or event it related to (i.e. resume reviews/ careers committee; greeting/ pumpkin fest open house.) Please indicate the total hours served. If the hours were performed at the college, please use an **S** for on site. If it was an off-site event such as a Golden Circle luncheon or networking event, please use an **F** for in the field. If you have questions or comments please indicate them in the space provided or attach a note if necessary. Staff will review the sheets and respond if appropriate.

*Time sheets should be completed and returned on a **monthly** basis.* You may fax, e-mail or mail them to the Alumni & Parent Relations office at 603-348-2400, [alumni@keene.edu](mailto:alumni@keene.edu) or 229 Main Street, Keene, NH 03435-2701.

#### Example

##### Individual Volunteer Time/Activity Report

Name Susan Fortier

Class year 1986

E-mail/Phone fortiers@myfairpoint.net

Dates 11/1/13 to 11/30/13

Date	Committee/ Summary of Activities	Total hrs (S/F*)	Comments/Questions
11/3/13	Volunteer Committee Meeting	1.5 - S	
11/5/13	KSCAA Board Meeting	5 - S	
11/15/13	Hooksett Networking Event	4 - F	Great Event! 80 in attendance

#### Group –

If you are a Committee Chair or Event Coordinator, you should submit a **Volunteer Report** following each meeting or event. You may have volunteers sign in during the meeting/event or complete the form yourself. Be sure to include the class year for the volunteer. If there is a volunteer who is not an alumnus, please note that under the class year section. Please list the date of the meeting/event and the total time for each volunteer. This may not be the same hours for each individual depending upon his or her scheduled hours and arriving or leaving early.

#### Example

##### Group Volunteer Report

Committee/Activity Volunteer Committee Meeting

Date(s) 11/3/13

Submitted By Sue Fortier-Committee Chair

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Volunteer (Full Name)	Class Year	Hours Served
Susan Fortier	1986	1.5
Martha LaFleur	1967	1.5