All-OCTA Volunteer Hours Form for Individuals (or Groups)

Instructions:

* Record actual or estimated hours spent on planning, travel and activity time for attending comventions, symposiums, trail treks, trail marking, or chapter meetings, up to 12 hours/day.
* Record vehicle miles driven from home until return home from OCTA activity.
* Record planning, travel and activity expenses not reimbursed, including lodging, air fare, camping lodging fees, materials, and supplies.
* Place yearly hours, expenses and miles totals on the summary line at the bottom of the page.
* By January 15th, provide the form or totals to the chapter volunteer hours coordinator or mail totals directly to the Legislative Liaison at BillJeanneWatson@att.net.

Name(s): **Chapter:** **Year:**

Date (M/D/Y)	Hours	Expense	Short Description of Activity	Mileage
			For multiple names, list one per line in column, with activity	
TOTALS				

Summary:

Year	Volunteer Hours	Expenses	Mileage