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

Instructions:

Year

- * Record actual <u>or estimated hours</u> spent on planning, travel and activity time for attending conventions, 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 <u>not reimbursed</u>, 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 mail totals directly to OCTA, HQ octa@indepmo.org

or, mail: 524 S Osage St, Independence, MO 64050

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	
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TOTALS→				

SUMMARY

Total Expenses

Total Volunteer Hours

Total Mileage