

Volunteer Name:  
 Home Address:  
 Month/Year:

Date	Volunteer Activity – details are required if reporting kilometers (to & from and return details. No client addresses, just closest intersection. You can use abbreviations from bottom of page)	Print client(s) initials if client served	Volunteer hours (optional see note on right)	KM - round trip (optional see note on right)
TOTALS				

**KM and/or Hour Reporting**

**KM reporting** is optional. Round trip KM to volunteer duties can be reported. KM reporting is only used to provide the volunteer a donation receipt at the end of a year. **This is the only form that is accepted for kilometer reporting.**

**HOURS reporting** -This form can be used to report any individual volunteer hours that are not reported another way. **Reminder- All group activities such as meetings, group programs, and educational sessions are automatically reported by the staff coordinator.**

**Process:**

- 1- Enter your name, home address, and month/year of report at the top.
- 2- Fill in the chart for each occurrence.
- 3- At the end of the month send this form to [volunteer.services@hospicecareottawa.ca](mailto:volunteer.services@hospicecareottawa.ca) or drop off at any hospice location to attention of Volunteer Services. **This is due by the 5<sup>th</sup> day of every month.** Hospice Care Ottawa will not send reminders.
- 4- In February you will receive a “Gift in Kind” donation receipt based on your submissions for the previous year.

**Any questions? Connect with a Coordinator of Volunteer Services**