



RECORD OF VOLUNTEER HOURS

Team (Name and Division): _____

**One form may be used for multiple activities and multiple volunteers, but must be for the same team*

Not all volunteer activities qualify for the 20 hours that can be counted towards your teams Performance Bond fulfillment. For a complete list of eligible activities and our policy, please see the *Performance Bond and Volunteer Hour Verification Policy* on the **Rules & Policies** link on the RRA website.

This form must be completed in PEN. Please print clearly.

Volunteer Name (printed)	Event	Volunteer Job	Date	# of hours completed	Supervisor Name (printed)	Supervisor Signature
<i>Example: Bart Simpson</i>	<i>QCC</i>	<i>Timekeeper</i>	<i>Feb 1, 2018</i>	<i>2</i>	<i>Ned Flanders</i>	<i>Ned Flanders</i>

It is the volunteer's responsibility to get the form signed when they complete each volunteer activity.

The supervisor who validates the activity should not be a family member or teammate of the volunteer; in the case of a conflict, seek out an RRA Board Member to approve the time.

Any amendments to the hours noted on each line should be initialed by the supervisor.

RETAIN THIS FORM AND SUBMIT TO YOUR TEAM MANAGER.

Each team will be required to submit these forms to RRA at the end of the season. If a team is unable to verify at least 20 hours of volunteer time, they will not be eligible for a refund of the \$200 team performance bond.

To run all the programs, tournaments and events that Regina Ringette offers it takes much more than 20 hours per team. As such, we encourage all teams to complete more than 20 hours. We also encourage our members and parents to volunteer over and above the requirements with your team to contribute to the success of the organization.