



## 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 30 hours required for your team's Performance Bond fulfillment. For a complete list of eligible activities and our policy, 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>Elite Tourney</i>	<i>Timekeeper</i>	<i>Nov 4, 2022</i>	<i>1</i>	<i>Ned Flanders</i>	<i>Ned Flanders</i>

The volunteer is responsible for bringing a form and getting it 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 changes to the hours noted on each line must be initialed by the supervisor.

### RETAIN THIS FORM AND SUBMIT TO YOUR TEAM MANAGER.

Each team is required to submit these forms to RRA at the end of the season. If RRA is unable to verify at least 30 hours of volunteer time, the team will not be eligible for a refund of the \$200 team performance bond.

*It takes more than 30 hours per team to run all the programs, tournaments, and events that Regina Ringette offers. As such, we encourage all teams to complete more than 30 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.*