



Chapter Quarterly Summary Report of Volunteer Hours

Chapters are required to submit total volunteer hours to CPF-BC & Yukon office quarterly. Please fill in the appropriate quarter information and forward to the Administrative Secretary at the branch office.

Name of Chapter: _____ Contact Name: _____

Year: _____ Phone: _____

<i>Quarter</i>	<i>Total Volunteer Hours</i>	<i>Kilometres</i>	<i>Costs/Donations in kind</i>
April 1 - June 30		___ x \$.38 = \$___	
July 1 - September 30		___ x \$.38 = \$___	
October 1 - December 31		___ x \$.38 = \$___	
January 1 - March 31		___ x \$.38 = \$___	

- ✓ "Total Volunteer hours" and "Costs/Donations in Kind" can include hours and items which have been donated to your chapter, province or to National, i.e. cost of long distance phone calls which member placed but did not claim for reimbursement, gas for a trip conducted for CPF business for which payment was not received, loan of computer, babysitting to attend meetings or volunteer at CPF functions, or door prize which a business may have donated. The National Board also likes to take this opportunity to find out how much chapters have fund-raised.
- ✓ Chapters can also report hours from everyone working on a hot dog day, Carnaval, cultural event, Concours d'art oratoire, French camps or other specific activity. In provinces, hours contributed to le Concours or a French camp can be contributed. National and provincial committee chairs should report on behalf of their Committee members. Remember: anyone contributing - not just members- can fill out Volunteer hours forms.
- ✓ "Kilometres" are the number of kilometres that volunteers have driven for CPF events or activities and not been reimbursed, i.e. driving to meets, picking up dictionaries for a dictionary sale, picking up Concours trophies at schools, driving to volunteer at a cultural event, etc.
- ✓ As money becomes scarcer, a record of these contributions to the work of CPF becomes even more important! To provide even more ammunition to our arguments that CPF itself makes a substantial contribution to activities funded by grants to the branch and national associations, we need to carefully record the value of donated goods and services.

Please mail, fax, or e-mail this report to the CPF-BC & Yukon branch office as soon as possible at the end of each quarter.