



OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Records and Forms

VP_19

Effective Date: 04/03/2017

Approved: 

1) PURPOSE

Volunteer hours are often times used in obtaining matching grant funds. It is important to keep track of volunteer hours, donation of materials and miles traveled by volunteers. This information is compiled and used in several reports that are distributed throughout the Department as well as to legislators and federal agencies who provide money for Department programs.

2) POLICY

Forms and records utilized to document volunteer activities for the department are official state records and, as such, must be maintained on file by the department for audit purposes.

- a) Time records can be completed by the volunteer or the supervisor.
- b) Turn time records in monthly to the volunteer supervisor or volunteer coordinator to expedite data entry and completion of monthly reports.
- c) Hours should be tracked for all those who donate services.
- d) [Volunteer Time Record/Log](#)
- e) If the volunteer only signs the [Conditions of Volunteer Service form](#) A, B or C, or the [Student Participation Form](#) their hours will be tracked as "other donated services."