

Dear Volunteer/Change Champion

I would like to thank you for your continued support and commitment to The Children's Center and the families and community we serve.

Without passionate and caring volunteers like yourself, the work we do to "help children and families shape their own futures" would be impossible.

We would like to ensure that we are keeping an accurate record of your volunteer hours for several reasons including the following:

1. We **value you** and what you do for children and families and would like to celebrate your contributions.
2. Upon request, you can receive a log of your total hours volunteered for The Children's Center.
3. Tracking Volunteer/In Kind Service Hours helps **TCC apply for and receive funding** to support children, families, and the community we serve.
4. Tracking Volunteer/In Kind Service Hours provides information about the "**true cost**" of funding programs.
5. Volunteer/In-Kind Service Hours demonstrates **community buy-in**.
6. Volunteer/In-Kind Service Hours **demonstrates client, community, program impact**.

Please take a few moments each month and help us to capture this important information by following the process below:

- Please keep a record of the hours you Volunteer for TCC (we recommend keeping them on your electronic calendar (Google, Outlook etc.)
- Please use the link below to access the digital Volunteer Time Sheet [Volunteer Time Sheet](#) or scan the QR Code below with your smartphone.
- **By the 5th of each month complete and submit the Volunteer Time Sheet for the hours volunteered during the previous month (i.e., Please record and submit all hours volunteered in February by March 5th.)**
 - **Note:** You may record multiple Volunteer Activities on the same Time Sheet (You will be asked if you need to input another date at end of form)
- **For questions, please email Imani Jefferson at ijefferson@thechildrenscenter.com**

Volunteer Timesheet

