

Chapter: Volunteer Management
Title: Volunteer Hours

Effective Date: 10/7/08, T-10
Page: 1 of 1
Replaces: VLS.03.17, 11/01/01

ACA Standard(s): N/A

(a) **Policy.**

The community relations coordinator is responsible for keeping track of individual volunteer hours as documented on the Volunteer Time Record form (VLS-052) and following reporting procedures as outlined.

(b) **Procedures.**

The community relations coordinator:

- (1) instructs volunteers to log their time worked on the Volunteer Time Record or the Volunteer Tracker kiosk each time they visit the TYC facility;
 - (2) produces the monthly Volunteer Hours Report, VLS-055, and the Volunteer Services Report, VLS-060, by the 10th day of each subsequent month and maintains supporting documentation on file along with hard copies of both reports; and
 - (3) provides a copy of both reports to the facility administrator and the correctional facility chaplain by the 10th day of each subsequent month.
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