

**DOCENTS:** Please record your volunteer hours in the sheets provided. Use a new sheet for each month and be sure to **LEGIBLY** record the full date, including month, date, and year for each entry.

You should record all times spent preparing for, doing, or evaluating any work you do here at the museum, including tours, workshops, special events, library, committee meetings, etc. Here is a (non-exclusive) list of things you should include on your volunteer activity reports:

- Docent Meetings (these will **not** be recorded for you!)
- Tour preparation and research
- Giving Tours
- Volunteering at special events or workshops
- Preparing training materials
- Preparing materials for the museum
- Committee meetings
- Committee research and work
- Visiting other museums (this counts as research for tours and material preparation)

Here is an example of what a sheet might contain:

## VOLUNTEER ACTIVITY REPORT

NAME: Jane Smith

MONTH AND YEAR: November, 2006

Date (include month, date, and year, ex: 01/01/2007)	Activity (short description, such as docent meeting or tour prep)	Time (round to the nearest quarter hour, such as 2-1/4 or 2.25 for 2 hours, 15 minutes)	Monthly Total (add your times at the end of each month)
11/05/2006	Tour Preparation (research)	1.75	
11/05/2006	Greeter/Membership Table: Sundays at the Denkos	3.5	
11/07/2006	Docent Meeting	2	
11/08/2006	Tour: Glenn Loomis Science and Art	3	
11/14/2006	Docent Meeting and Family Day Meeting	4.5	
11/21/2006	Docent Meeting	2	
11/22/2006	Tour: Central High Art of the 60s	1.75	
11/24/2006	Family Day Meeting	2.25	
11/30/2006	Visited TC Children's Museum to see hands-on activities	2	22.75