The Historical League, Inc.

Volunteer Hours Time Sheet

Revised June 2023

Volunteer hours are used to demonstrate to the State of Arizona and prospective donors the amount of Historical League volunteer activity. These hours are also used by the museum staff to document the level of volunteer support when reporting to the state legislature and when applying for grants. The information is also needed for tax purposes. **Please be diligent in recording and submitting your hours monthly. Time sheets can be emailed, mailed or brought to general meetings.**

Volunteer hours are recorded for time given to the Historical League and/or the Arizona Heritage Center. These hours include all meetings, local tours, lunches, speakers, and events. Hours are also accrued for all travel time. Minutes are recorded in quarter hour increments. Remember to include telephone and computer time. Hours for attendance on overnight bus trips are limited to a maximum of two hours per day unless volunteering as a tour leader. **The volunteer hours year begins April 1st and ends March 31st of the following calendar year.**

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| **L= League**  **M = Museum** | **DATE** | **TOTAL**  **HOURS** | **ACTIVITY/COMMITTEE** |
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LEAGUE TOTAL HOURS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HERITAGE CENTER TOTAL HOURS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

League Member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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