

Manning Valley & Area Community Transport Group Inc.
Section 2 Team Management
Document 2.04-1-5-v2 Volunteer Monthly Record

Name of Volunteer:

Record for the Month of:

Date	Task Undertaken (e.g. taken service user to GP's)	Job Number	Start Time	Finish Time	Vehicle rego	Start KM	End KM	Total KM travelled	Phone Calls	MONEY COLLECTED

Please write any notes/comments on back on page

DOC No: 2.04-1-5-v2	Volunteer Monthly Record			Date Approved	
Date Document due for review	Date Document Reviewed:	Amendments	Positions informed/trained in amendments	Method	Date
30/6/18	8/3/16	See improvement request	Team members	meeting	17/3/16

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