Manning Valley & Area Community Transport Group Inc.
Section 2 Team Management
Document 2.04-1-5-v4 Volunteer Monthly Record

Name of Volunteer: **Area** **Record for the Month of:**

Date	**Volunteer's times for reimbursements** (not vehicle)		**Vehicle** This is our vehicle rego number if you are on a run or washing vehicles, your own rego number for anything else	**Task** eg Driving, Passenger attendant, Cleaning, washing vehicles, helping in office, attending training etc	**Extra reimbursements** Phone Calls, Supplies for shed, parking etc.	**MONEY COLLECTED from clients**
	Start Time	**Finish Time**				

Please write any notes/comments on back

DOC No: 2.04-1-5-v4	***Volunteer Monthly Record***			***Date Approved***	
Date Document due for review	***Date Document Reviewed:***	***Amendments***	***Positions informed/trained in amendments***	***Method***	***Date***
30/6/21	14/08/18	See improvement request	Team members	meeting	14/8/18