



The Groundwater Foundation

Volunteer Time and Expense Sheet

Volunteer Name: _____

Affiliation / Occupation: _____

Mailing Address: _____

Email : _____ Phone: _____

Time contributed: (Fed/State Employees – time assumed as eligible for Non-Federal match unless noted)				
Date mm/dd/yr	Name of Activity / Service Provided	# of Hours	\$ Rate / Hr	Calculated Amount

Travel and Other Expenses Contributed: (Fed/State Employees – expenses assumed as eligible for Non-Federal match unless noted)				
Date mm/dd/yr	Description	# of Miles	Item Cost	Calculated Expenses
	Mileage at \$. 54 per mile [IRS Standard Mileage Rate]		.54	

Number of Hours - Round time to the nearest quarter hour. Include any time used in advance to prepare / research / gather supplies, as well as time used while traveling to assignment when out-of-town travel is required.

Dollar Rate per Hour – Enter your billable rate for your occupational services; if unknown, or volunteering general services, leave the rate and Calculated Amount blank.

Number of Miles - Include roundtrip mileage actually driven to and from the volunteer assignment.

Receipts – Please attach copies of expense receipts when possible.

Please print to PDF and return by mail to: info@groundwater.org

Or print and fax to: 402-434-2742

Or print and return by mail to: The Groundwater Foundation, 3201 Pioneers Blvd Ste105, Lincoln, NE 68502



Volunteer Policy

Volunteer Participation

Volunteers are vital to the success of The Groundwater Foundation because they help The Groundwater Foundation provide strong programs and accomplish its mission.

The Groundwater Foundation accepts the service of all volunteers with the understanding that such service is at the sole discretion of The Groundwater Foundation. Volunteers agree that at any time The Groundwater Foundation may decide to terminate the volunteer's relationship with The Groundwater Foundation.

Definition of a Volunteer

A volunteer is anyone who, without compensation or expectation of compensation beyond possible reimbursement of expenses, performs a task at the direction of and on behalf of The Groundwater Foundation.

A volunteer must be accepted by The Groundwater Foundation prior to performance of a task. Unless specifically stated, volunteers shall not be considered as agents of The Groundwater Foundation. The Groundwater Foundation does not accept the services of employees as volunteers. Members of The Groundwater Foundation Board of Directors are volunteers.

Reimbursement

In a limited number of situations, volunteers may be eligible for reimbursement for expenses incurred while performing their tasks if the reimbursement has been approved in advance (prior to the date that the volunteer activity is completed) by Groundwater Foundation staff.

Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource for The Groundwater Foundation. Volunteers will be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to appropriate training and supervision, and the right to recognition for work done.

In return, volunteers agree to actively perform their duties as outlined by The Groundwater Foundation to the best of their abilities; to ask for help when needed to understand or perform their duties; to maintain confidentiality; and to remain loyal to the mission, policies and procedures of The Groundwater Foundation.

Timesheets

Each volunteer is responsible for the accurate completion and timely submission of timesheets. Timesheet information is used for volunteer recognition, and the total of all volunteer hours is helpful to The Groundwater Foundation in obtaining grant funding.

Criminal Records Check

Volunteers in certain assignments may be asked to submit to a background criminal records check. Volunteers who do not agree to the records check may not be accepted.

I Have Done Volunteer Work for The Groundwater Foundation

If you have volunteered for The Groundwater Foundation, please complete and submit the volunteer timesheet today (available online at www.groundwater.org or by calling 1-800-858-4844).