EVENT (FEMA Disaster Number) | PARISH | PAGE of
---|---|---

**VOLUNTEER + DONATED RESOURCES COORDINATOR (VDRC)** | **CONTACT PHONE #** | **CONTACT EMAIL**

**LOCATION/SITE ADDRESS** | **PERIOD COVERING** to

**VOLUNTEER ORGANIZATION** | **DESCRIPTION OF ELIGIBLE WORK PERFORMED**

**ORGANIZATION CONTACT** | **CONTACT PHONE #** | **CONTACT EMAIL**

### VOLUNTEER HOURS DAILY COLLECTION FORM

**Please read before signing:** I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.

<table>
<thead>
<tr>
<th><strong>VOLUNTEER NAME</strong></th>
<th><strong>HOURS WORKED</strong></th>
<th><strong>LOCATION WORKED</strong></th>
<th><strong>DESCRIPTION OF WORK PERFORMED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>TIME IN</strong></td>
<td><strong>TIME OUT</strong></td>
<td><strong>TOTAL HOURS</strong></td>
</tr>
</tbody>
</table>
| | | | | | **Please Provide a Specific Description of Work Performed**
| | | | | | (Debris Cleanup + Removal, Roof Tarping, Sand Bagging, Repair, etc.) *
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |
| Last: | | | | |
| First: | | | | |

**DAILY TOTAL HOURS**

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**Governor’s Office of Homeland Security & Emergency Preparedness**

**Volunteer + Donated Resources - Offsetting Non-Federal Share**

**Getting it right!**
HOW TO COMPLETE THIS FORM

- **Event:** Enter the FEMA Disaster Number.
- **Parish:** Enter Parish where volunteer work was performed.
- **Page _ of _:** Enter page number of current page and pages of entire document.
- **Volunteer and Donated Resources Coordinator (VDRC):** Enter the name of the VDRC who will be receiving this data form from the Organization Contact.
- **Contact Phone #:** Enter phone # of VDRC.
- **Contact Email:** Enter email address of VDRC.
- **Location/Site Address:** Enter the address where volunteer work was performed.
- **Period Covering _ to _:** Enter period of time covered on this data form.
- **Volunteer Organization:** Enter the name of the organization volunteers performed work under.
- **Description of Eligible Work Performed:** Enter a specific description of work performed eligible work performed.
- **Organization Contact:** Enter name of the Volunteer Organization Contact that is collecting the data for this form.
- **Contact Phone #:** Enter phone # of Organization Contact.
- **Contact Email:** Enter email address of Organization Contact.
- **Volunteer Name:** Read provided instructions before signing last and first name of volunteer.
- **Hours Worked:** Enter time in, time out and total hours for each designated volunteer.
- **Location Worked:** Enter the address of the location volunteer work was performed.
- **Description of Work Performed:** Enter a specific description of work performed by designated volunteer.

EXAMPLES OF INELIGIBLE ACTIVITIES + DONATIONS

- Debris removal on private property EXCEPT if Private Property Debris Removal (PPDR) policy is approved by the Federal Coordinating Office (FCO) for the disaster in the designated area.
- Feeding volunteers doing ineligible work.
- Volunteer firefighters working within their own districts.
- Emergency repairs to private property.
- Unapproved donation warehouse and POD activities.

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.

EXAMPLES OF ELIGIBLE ACTIVITIES + DONATIONS

- Removing eligible debris from public property.
- Filling and placing sandbags.
- Muck and gut, mold work.
- Warehouse and logistical support.
- Supply distribution.
- Shelter and feeding operations.
- Search and rescue when part of an organized search and rescue operation.
- Professional safety inspections.
- Others.

Reasonable logistical support for volunteers doing eligible work, such as donations warehousing and management related to eligible Emergency Work, MAY – subject to FEMA approval – be eligible for either:

- **Funding** – If the Subrecipient (Applicant) provides the logistical support; OR
- **As a donation credit** – If a third party provides the logistical support.

If in doubt about eligible activities and/or donations, document anyway. It is better to over document rather than under.