

**Volunteer Services Record**

*This form is part B of a two-part series that is intended to assist in documenting volunteer time provided to clients and/or to the agency for the Afghan Placement & Assistance (APA) program.* ***A separate form should be completed for each case and volunteer.***

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| **Volunteer Name** | | **Volunteer Phone Number** |
|  | |  |
| **Client Name** | **Case Number** | **Date of Arrival** |
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| **In-Kind Volunteer Services** | | Value service using rates consistent with those paid by the organization to its own employees for similar work | | | |
| **Date** | **Description of Service(s)** | | **Miles** | **Time Spent** | **Value** |
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| **Total** | | |  |  | $ |

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| Volunteer Signature |  | | Date |  |
|  |  | |  |  |
| Program Staff Signature | |  | Date |  |