

**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 |  |