NORTHWOODS PARTNERS
- caring connections -

328 West Conan Street
Ely, MN 55731
218.365.8019

Volunteer Reporting Form

Name of Volunteer: _____ **Phone**_____

Month:_____ **Year:**_____

Please track your time and mileage from the time you leave your home, until you return to your home.

For accurate recordkeeping, it is essential that Volunteer Reporting be turned in to Northwoods Partners on a **monthly** basis. You may (1) drop this form off at the office, (2) call the office, or (3) email office@northwoodspartners.org

Client	Date	Time Spent	Activity or Reason for Travel	Mileage	Comments