

VOLUNTEER HOURS WEEKLY SUMMARY FORM

Consolidated by Eligible Work Performed



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 NAME VOLUNTEER + DONATED RESOURCES	DAY	DATES + HOURS WORKED EACH WEEK							COSTS (FEMA/GOHSEP DETERMINES)			
		M	T	W	T	F	S	S	TOTAL HOURS	HOURLY RATE*	TOTAL HOURLY	
Last:	HOURS WORKED									\$	\$	
First:												
Last:	HOURS WORKED									\$	\$	
First:												
Last:	HOURS WORKED									\$	\$	
First:												
Last:	HOURS WORKED									\$	\$	
First:												
Last:	HOURS WORKED									\$	\$	
First:												
Last:	HOURS WORKED									\$	\$	
First:												
NOTE: * Straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime + premium rates DO NOT apply. See reverse.											GRAND TOTAL	\$



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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:** Enter last and first name of volunteer.
- **Dates + Hours Worked Each Week:** Enter hours the designated volunteer worked on designated day, Monday through Sunday.
- **Total Hours:** Enter total number of hours volunteer work was performed throughout the designated week.
- **Hourly Rate:** Enter hourly rate for eligible volunteer work. The hourly rate is calculated by straight-time + fringe benefits as a similarly qualified person in your organization that normally performs similar work. Overtime and premium rates DO NOT apply.
- **Total Hourly:** Enter total hourly costs by multiplying hourly rate by total hours.
- **Grand Total:** Enter grand total by adding all total hourly rates together.

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.

[SOURCES: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

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.

[SOURCES: FEMA Donated Resources Criteria for Public Assistance + 44 CFR 13.24]

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.

[SOURCE: FEMA Public Assistance Program and Policy Guide (PAPPG) FP 104-009-2 / April 2017, page 36-37]