





Appendix C: Recordkeeping Materials

Materials and Costs Sheet

Use this chart to record the materials and related costs associated with each volunteer activity session. Examples of materials include those required to complete the volunteer project (e.g. art supplies), snacks and refreshments with associated serving materials (plastic forks or spoons, napkins, paper cups and plates), honorarium for guest speakers, transportation costs.

 MATERIALS	 COST	 STORE	 NOTES

Volunteer Session Activity Log

NAME OF ACTIVITY:

DONATION RECIPIENT AGENCY:

DATE:

TIME BEGAN:

TIME ENDED:

LOCATION:

ATTENDANCE:

of Older Adult Volunteers: _____

Names:

of Young Adult Participants: _____

Names:

BRIEF DESCRIPTION OF ACTIVITY:

Prep Time:

Resources required:

Skills required:

General Comments/Suggestions (Reverse side for additional space):