



# PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Rene Gonzalez, Commissioner • Shad Ahmed, Director

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## Volunteer or Donated Labor Timesheet

Project Title: \_\_\_\_\_

Project #: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

Professional and technical personnel, consultants, and other skilled and unskilled laborers may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed, and of the supervisor verifying that the record is accurate.

**Method 1.** Rates for volunteers should be consistent with those regular rates paid for similar work in similar activities within the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. The time that a person donates will be valued as a general laborer unless the person is professionally skilled in the work being performed on the project, e.g. a mason doing work on a retaining wall. When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. The rate cannot exceed prevailing wage charges determined by the Department of Labor.

**Method 2.** Volunteer labor is limited to the volunteer hourly rate determined by the Independent Sector. To view their data for the most current hourly volunteer rate go to: [http://independentsector.org/volunteer\\_time](http://independentsector.org/volunteer_time)

Volunteer labor may be used as match only and is never a reimbursable item.

Date	Description of Work	Hours Worked (From - To)	Total Hours	Hourly Rate	Total Time Value	Initials
Total Value of Donated Hours .....					\$	

Signature of Person Volunteering or Donating Time

Date

Signature of Project Supervisor

Date

Date	Description of Work	Hours Worked (From - To)	Total Hours	Hourly Rate	Total Time Value	Initials
Total Value of Donated Hours .....					\$	

Signature of Person Volunteering or Donating Time

Date

Signature of Project Supervisor

Date