



DEPARTMENT OF CORRECTIONS



Acknowledgement of Contribution Through Volunteer Activity
For the Year Ending December 31, _____

| | |
|---|--|
| DOC Program, Unit or Location | |
| Volunteer Name and Address | |
| Volunteer's Usual Work Schedule | <p>Circle those that apply and fill in blanks:</p> <p>Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec</p> <p>Mon Tues Wed Thur Fri Sat Sun</p> <p>Hours: _____ am/pm to _____ am/pm</p> |
| Type of Work Performed | Describe Volunteer's Duties: |
| Goods or services provided by DOC to Volunteer | List any travel reimbursements or other goods, services or expense reimbursements paid to or given to volunteer. |

Supervisor Name: _____
Signature

_____ Date

_____ Printed

_____ Phone #

General Instructions for Receipt for Contribution/Donation

- A. It is the responsibility of the Volunteer Program Supervisor to manage the operation of the volunteer program. Their duties include tracking and keeping a record of volunteer members, their schedules, token items provided to volunteers, and reimbursements or other goods, services or expenses paid to or given to volunteers by the DOC.
- B. The Volunteer Supervisor or their representative shall provide year-end receipts to all volunteers.
- C. Donors who raise questions concerning the tax advantages of out-of-pocket expenses or the value of their time or services should be instructed to consult their own tax advisor.
- D. Complete all sections of the form following the specific instructions below.
- E. Create a copy to retain on file in the volunteer program.
- F. Retain copies for five years after the volunteer separates or leaves service and then destroy (OAR 166-300-0040 p.20).

Specific Instructions for Completion of Receipt

- 1. Complete the requested information, including:
 - The calendar year in which the volunteer activity occurred;
 - The DOC Program, Unit or Location of volunteer services;
 - The name and address of the Volunteer;
 - The Volunteer's work schedule or dates worked if no regular schedule established.
 - A description of the Volunteer's duties;
 - Any goods or services provided by DOC to the Volunteer (i.e. travel reimbursements, or other goods, token items, services or expense reimbursements paid to or given to the Volunteer)
 - Include the volunteer's supervisor's printed name and signature.
- 2. Create a copy of the completed receipt.
- 3. Transmit the original receipt and any supporting documentation to the donor by hand or mail by January 31st of the year following the year in which services were provided.
- 4. Retain a copy on file for five years following the volunteer's separation from service.