**AINC Volunteer Time Record Submission:**

**As a not-for-profit we are required to track volunteer time, and in turn we require each volunteer to be responsible for submitting their volunteer time on time each month.**

**All remote volunteers are required to submit hours via email.**

**Since everyone is remote currently, all time must be submitted as follows:**

**Please send your hours in an email to** **kat@aincolorado.org**

**In the subject of your email state hours for month of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In the body of the email please list your hours as follows:**

**Date: Program code: Hourly total:**

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**You will need to submit your time after completing the last recording of your program for that month, so that the required reports will be submitted on time.**

**The email will come from you, with your name in your signature line, so that it will be identified, as your hours, submitted by you, in the event of record auditing.**

**Please do not submit your hours each week, as this adds extra time in tracking, gathering, compiling, and in report completion.**

**Please do not vary from this format, as it creates more unnecessary work for staff.**

**Thank You!!!**