



<i>Date</i>	<i>Name</i>	<i>Activity</i>	<i>Hours</i>	<i>Thrivent Member?</i>	<i>VIP Service?</i>	<i>HSSF Recipient?</i>
<b>TOTALS</b>	<b># of Participants</b>		<b>TOTAL Hours</b>	<b>Thrivent Hours</b>	<b>VIP Hours</b>	<b>HSSF Hours</b>

Instructions:

- For additional information or a list of areas where Bethlehem needs volunteer activities, please see [www.bethlehemrivergrove.org/volunteer/info.html](http://www.bethlehemrivergrove.org/volunteer/info.html)
- The Stewardship board must approve events in advance, according to current policies and procedures.
- Record hours to the nearest 15 minute increments
- Supervisor must sign off on all activities and total hours in the appropriate column.
- Submit completed tracking forms immediately after event has completed.
- Submit Event Documentation forms within two weeks after event has completed.
- Turn into the school/church office in the Stewardship Box.

*For Office Use Only:*

\_\_\_/\_\_\_ **Verified by Stewardship Board** \_\_\_/\_\_\_ **Entered into database** \_\_\_/\_\_\_ **Acknowledgement Sent**  
**Document location:** [http://www.bethlehemrivergrove.org/volunteer/Event\\_tracking\\_form.pdf](http://www.bethlehemrivergrove.org/volunteer/Event_tracking_form.pdf)  
**Version 1.4 10/09/2008.** **Approved by Board of Stewardship on 10/19/2008.**