



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.