

# VOLUNTEER VOUCHER FORM

REVISED April 1<sup>st</sup>, 2004



**Volunteer Voucher**

Completed Vouchers **MUST BE SUBMITTED** to Media Center or Receptionist at the time of equipment return

<p>Project Name (please print) _____</p> <p>_____</p> <p>Producer's Name (please print) _____</p> <p>_____</p> <p>A VOLUNTEER is defined as someone who freely chooses to do something for <i>others</i> without compensation. Therefore, hours spent on a production for monetary compensation beyond reimbursement for expenses (i.e. mileage, tapes and meals) are <i>not considered</i> "volunteer hours" and do not qualify. Producers may claim hours on their own productions, but in the position of producer only.</p>	<p>Date of volunteer Participation: _____</p> <p>Start Time: _____ End Time: _____</p> <p>Executive Producer's Name (if applicable): _____</p> <p>Producer's Signature: _____</p> <p style="text-align: center;">-----OFFICIAL USE ONLY-----</p> <p>Verification By: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
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VOLUNTEER NAMES: <i>(Certified Clients Only)</i>	POSITION FILLED: <i>(See Index)</i>	NUMBER OF HOURS:	INDEX <i>(Positions):</i>	
			VOLUNTEER PRODUCTION	EXECUTIVE PRODUCTION
_____	_____	_____	Producer	EP Producer
_____	_____	_____	Audio	EP Editor
_____	_____	_____	Camera	EP Camera
_____	_____	_____	Director	EP Studio
_____	_____	_____	Editing	EP Van
_____	_____	_____	Floor Director	
_____	_____	_____	Lighting	
_____	_____	_____	Set Design/Set Up	
_____	_____	_____	Studio	
_____	_____	_____	Production Asst.	
_____	_____	_____	Administrative	