



**HOP Exhibit
Volunteer Reporting Sheet**

Date: _____

Name: _____

Project: _____

No. of Hours: _____

Work Accomplished: _____

Signature: _____

**THANK YOU FOR VOLUNTEERING!
PLEASE RETURN THIS SHEET TO LIBRARY STAFF**



**HOP Exhibit
Volunteer Reporting Sheet**

Date: _____

Name: _____

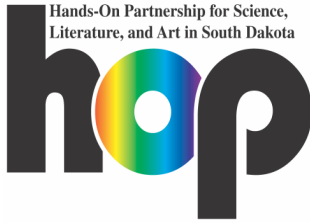
Project: _____

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**THANK YOU FOR VOLUNTEERING!
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HOP Exhibit In Kind Summary Sheet

When you purchase cleaning supplies, buy a replacement piece, or ask volunteers to work on moving or maintaining the exhibit that is an in-kind donation. In-kind donations are important for documenting how local communities are putting their own resources into this exhibit.

Instructions for In-Kind.

1. Please have volunteers fill out the volunteer sheets and sign.
2. Record the total number of hours of all volunteers on this summary sheet. Attach the original sheets to this summary sheet.
3. Record the total amount of purchase made on behalf of the exhibit on this summary sheet. Attach copy of receipts (photocopy acceptable)
4. Please sign and date.

Mail to:

HOP
805 W Sioux Ave.
Pierre, SD 57501

Fax:

605-224-2865
Attn: HOP

Summary of In – Kind

Site: _____

Total Number Volunteer Hours: _____

Total Purchases: _____

Signature: _____

Date: _____