

MONTHLY HOURS REPORTING FORM

Hours Manager Info:

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MEMBER NAME:

SERVICE MONTH:

REMEMBER TO KEEP A COPY OF YOUR FORM FOR YOUR RECORDS. THE HOURS MANAGER DOES NOT KEEP A COPY.

REMEMBER TO ADD YOUR DRIVE TIME TO HOURS REPORTED IN EVERY CATEGORY (INCLUDING THE GENERAL MEETING)

DCAC ¹	EBBY HOUSE	HOPE'S DOOR/ NEW BEGINNING	JULIETTE FOWLER	NETWORK	RONALD MCDONALD HOUSE	THE FAMILY PLACE	FRISCO FAMILY SERVICES	PEDI PLACE	VOGEL ALCOVE	BUS TOUR/ OTHER SERVICE ²	GENERAL MEETINGS ³	DEVELOPMENT ⁴	ALL OTHER/ ADMIN ⁵
0	0	0	0	0	0	0	0	0	0	0	0	0	0

MONTHLY TOTAL: 0

LEGEND:

- 1 — DCAC - Dallas Children's Advocacy Center
- 2 — OTHER SERVICE - Any service for an agency that is not listed, or Provisional meeting about service.
- 3 — GENERAL MEETINGS - the 1st Thursday of each month
- 4 — DEVELOPMENT - fund raising, working on spring event, etc.
- 5 — ALL OTHER/ADMIN - Hours not pertaining to Service, General Meeting, Development. **Includes** committees not involving service such as Nominations, By-laws, Social etc.

INCLUDE DRIVE TIME WHEN REPORTING HOURS

(Note: hours for meetings, etc., related to a specific Service Agency Should be recorded under that Agency. For example: attending a committee meeting for the Juliette Fowler Christmas Party would be included under the hours for Juliette Fowler, not Other Service.)