

Michigan Coastal Management Program

Volunteer Tracking Sheet



Grantee Organization Name: _____

Grant Number: _____

Grant Task(s) Implemented: _____

Period Covered: _____

Instructions: Complete the table on the next page when grant work includes volunteer work for a quarter. Use the information provided when calculating a volunteer's basis of pay.

Definitions:

Activity: Please provide a description of work conducted during the volunteer event and how it contributes to the completion of the grant task

Basis: Please input one of the following options:

- Professional: Professionals, including skilled laborers, providing their normal professional services may count as match at their normal rate of pay (e.g. a drain commissioner providing technical input at a steering committee could claim their normal rate of pay for time spent at the meeting).
- Prof. Non Capacity: Professionals not working in a professional capacity (e.g. an attorney handing out brochures at a festival) cannot claim their professional rate, as they are not working in a professional capacity. An appropriate rate is based on the Independent Sector's annual evaluation of volunteer time, available at <https://independentsector.org/resource/value-of-volunteer-time/>.
- Min. Wage: Unskilled laborers (e.g. Boy Scouts/Girl Scouts, volunteers, etc.). The acceptable rate for these workers is the prevailing minimum wage. Michigan's current minimum wage is available at [Michigan.gov/Wagehour](https://www.michigan.gov/Wagehour).

Name	Agency Represented (Local/State/Federal) If Applicable	Activity	Basis	Hours	Rate	Total
					Total:	

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