



## 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 [Value of Volunteer Time Report | Independent Sector Resources](#).
- 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 the [Minimum Wage and Overtime](#) page.

**MICHIGAN COASTAL MANAGEMENT PROGRAM**  
**FRESH COAST BEST COAST**

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

MICHIGAN COASTAL MANAGEMENT PROGRAM  
*FRESH COAST BEST COAST*

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at [EGLE-NondiscriminationCC@Michigan.gov](mailto:EGLE-NondiscriminationCC@Michigan.gov) or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.  
released to the public.