

🕒 HospiceCare of Boulder and Broomfield Counties Time Log 🕒

Submit Monthly within **the first week of the following month** if you are reporting bereavement, education, administrative, board or fund development volunteer hours.

CHOOSE THE APPROPRIATE CODE by reviewing the definitions below. **Include time spent commuting to and from the assignment, time spent with the client, time spent communicating/ coordinating with other team members, time spent documenting client visits, and preparation/research/set up time required.**

EXPLANATION OF CODES:

BER BEREAVEMENT CLIENT CARE

Volunteers providing follow-up services to hospice family members after a death.

GF GRIEF GROUP FACILITATION

Volunteer facilitating Hospice bereavement groups.

FD FUND DEVELOPMENT

Volunteers providing assistance to the Fund Development office in grant preparation, market research, or event planning and implementation.

ED COMMUNITY EDUCATION/OUTREACH

Volunteers making Hospice-sponsored presentations and staffing booths at community events.

AOS ADMINISTRATIVE/OFFICE SUPPORT

Volunteers helping at the Reception Desk or providing non-program related office support.

BD BOARD AND BOARD COMMITTEE MEETINGS

Volunteers working on Hospice's Board of Directors and Board Committees.

TRN VOLUNTEER TRAINING/EDUCATION/SUPPORT

All volunteers use this category for time spent in volunteer training, on-going education and volunteer support activities.

CC CARE CENTER

All volunteers use this category for time spent at the Care Center in Louisville

TS THRIFT SHOP

All Thrift Shop volunteers use this category for time spent working at Thrift Shop endeavors

HCGF HEALING CIRCLES GRIEF GROUP FACILITATION

Volunteer preparation, facilitation, and de-briefing of Healing Circles' kids, teens, and parents groups