



Volunteers on Wheels

Assistance Program

200 N. Meridian Street
Newberg, Oregon



Northwest
Yearly Meeting
of Friends

INSTRUCTIONS FOR WORK RECORDS

VOW workers are encouraged to use the forms provided for keeping project work records. This helps to provide accurate information for the VOW records and gives the worker information which may help document any tax deduction taken for travel or other un-reimbursed expenses.

Our VOW work year is April 1 to the following March 31.

WORKER INSTRUCTIONS ON PROJECTS WHERE THERE IS A COORDINATOR:

1. Use page two of the "Service Acknowledgment" form, "Personal Work Sheet", to record your dates, hours worked, and miles traveled. This may be on the reverse of the Service Acknowledgement.
2. Complete the top of the Service Acknowledgment form, bringing information forward from the Personal Work Sheet and sign this section.
3. Give the completed Service Acknowledgment form to the coordinator. He or she will transcribe needed information on the Coordinator's Work Sheet and obtain a signature from a representative of the organization being served.
4. The Service Acknowledgment form will then be returned to the worker for your records.

WORKER INSTRUCTIONS ON PROJECTS WHERE THERE IS NO COORDINATOR.

1. Use page two of the "Service Acknowledgment" form, "Personal Work Sheet", to record your dates, hours worked, and miles traveled. This may be on the reverse of the Service Acknowledgement.
2. Complete the top of the Service Acknowledgment form, bringing information forward from the Personal Work Sheet and sign this section.
3. Before leaving the project have the representative of the served organization complete and sign the bottom half of the Service Acknowledgment form and return IT to you. The organization may retain a photo-copy if they wish.
4. Report hours worked and miles traveled to **Floyd Watson, 1013 Cherry St., No. 4, Newberg, OR 97132**. This may be done by mailing a copy of the Service Acknowledgment Form or another written note or by e-mail to fhwatson@msn.com. In either event keep the Service Acknowledgment form and your Personal Work Sheet for your own records.

SEE TWIN ROCKS FRIENDS CAMP INSTRUCTIONS ON NEXT PAGE

WORKER INSTRUCTIONS FOR TWIN ROCKS FRIENDS CAMP

1. Instructions are basically the same as for other projects. Even though you may be keeping a record of your work for the Camp, you are encouraged to also keep a record on the VOW Personal Work Sheet form or transfer the information from the Camp form before you turn it in.
2. If there is not a coordinator, you will need to have your own Service Acknowledgment form signed by a Camp representative.
3. Unless there is a coordinator, reporting of Twin Rocks Friends Camp work is your responsibility. Do not rely on the camp to do it for you.

Note: The best procedures will sometimes break down. You may still sometimes need to be contacted for additional information or to clarify information received.

THANKS FOR ALL YOUR WORK!

Floyd and Arline Watson
VOW Statisticians

HOW TO GET FORMS FROM THE NWYM WEB-SITE

VOW forms and other VOW information are available from the Northwest Yearly Meeting web site at www.nwfriends.org/ministries/adult/vow/. These are PDF files and an “Adobe Reader” is required.

These can also be available from www.nwfriends.org and following links through “Ministries” or “Resources” but the first web address goes directly to the VOW site.

If you are unable to obtain forms from the web site, you may obtain them by contacting Floyd or Arline Watson at fhwatson@msn.com or 503-538-8651, or Betty Comfort at com4tbg@gmail.com or, 503-538-3990. Applications for VOW Assistance may be obtained by contacting John or Janet Lyda at janlyda@verizon.net or 503-538-3032.