

TVSD Activity Log & Time Bank Transactions

Name: _____

Month/Year: _____ / _____

Activity

Times This Month

Rendered Services only; not received!

Administration

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- Board business
- Front desk coverage
- Committee meetings (core teams)
- Technical support
- Neighborhood captains
- Volunteer recruitment
- Operations

Caring for Others / Companionship (neighborly needs)

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- Phone call
- Home/friend visit
- Sending notes
- Light housework
- Respite work
- Bereavement
- Preparing light meals

Driving/Transportation (member drives another member)

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- Grocery store
- Errands
- Airport
- Medical appointments

Home Care

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- Home repair
- Pet support
- Handyman
- Home safety

Leadership Development

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- Continuing education
- Professional development
- Community advocacy
- Conferences, networking, partnerships

Referrals (any outside service)

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- Vetted list
- Member referral list
- Outside agencies

Specialty Items

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- Leading Patriot's Day Parade for TVSD / Working Booth
- Leading Exercise/Wellness, Classes, Games, Non-Neighborhood Groups (SNAP, Book Club, Lunch Bunch, ROMEO, etc.)

Other

()

Total Monthly Activities:

()

How to Complete the TVSD Activity Log

1. Complete the TVSD Activity at the end of each month and return it by the first Friday of the following month. **(Record activities you provide, not activities or services you receive.)**
2. Throughout the month, each time an activity is completed, record it on the TVSD Activity Log under the category heading that most closely fits that activity. Use hash marks next to the category heading, or whatever method will help you keep a record of completed activities.
3. If the activity you provided does not fit one of the heading categories, record it under the heading **Other**.
4. At the end of the month, add all activities completed and enter them under "Times This Month" for each category.
5. Add all "Times This Month" totals and enter them at the bottom next to "Total Monthly Activities."

Please note: Attendance at all social events, classes, and training is captured through online registration and sign-in sheets and does not need to be reported on the TVSD Activity Log.

Background:

The purpose for completing the Activity log is to:

- Give yourself credit for all the important work that you do for TVSD.
- Provide a record of activities completed by TVSD members which will be given to the National Registry of Villages and compiled into national reports.
- Use results to help TVSD make data driven decisions like: which new programs and services are needed or what areas to focus on for grant writing/fund development.
- Total activities logged by members will be translated into the approximate number of TVSD volunteer hours per year which provides credibility when seeking grants and raising funds.

Many thanks to you for all the work you do for TVSD and for completing the TVSD Activity Log each month.