

**ANNUAL VOLUNTEER BUDGET FORM  
(CVBGR-BUD 02.2)**

**Instructions**  
 To qualify for grant funding, the federal Victims of Crime Act (VOCA) requires that all subrecipient organizations use the services of volunteers.  
 To demonstrate compliance with this requirement, all CVB-funded programs must identify at least one volunteer in Column (a) and provide a description of volunteer duties. Attach additional sheets if necessary.  
 Programs may also include the fair market value of volunteer services as in-kind project match if the volunteer provides VOCA-allowable direct services (such as hotline counseling.) List and describe duties for the volunteer(s) as noted above and complete the following additional steps to calculate the in-kind value of volunteer services. Enter data as follows:  
 Column (a): Enter each volunteer or group of volunteers (ex. hotline counselors);  
 Column (b): Enter the number of hours per week you expect the volunteer(s) to work;  
 Column (c): Enter the number of weeks you expect the volunteer(s) to work;  
 Column (d): Multiply the weekly hours (Column b) by number of weeks (Column c);  
 Column (e): Enter an hourly fair market value for the services the volunteer is providing;  
 Column (f): Multiply total hours (Column d) by the fair market value (Column e)  
**Remember :** Programs must maintain supporting documentation for all volunteer hours worked and reported as in-kind match.

(a)	(b)	(c)	(b x c) (d)	(e)	(d x e) (f)
VOLUNTEER TYPE	WEEKLY HOURS	NUMBER OF WEEKS	TOTAL HOURS	FAIR MARKET VALUE	TOTAL VOLUNTEER VALUE
Neighborhood Patrol-two people	10.00	52.00	1040.00	\$ 9.00	\$ 9,360
Advocate	6.00	47.00	282.00	7.00	\$ 1,974
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
	0.00	0.00	0.00	-	\$ -
<b>TOTAL VALUE OF VOLUNTEER SERVICES*</b>					<b>\$ 11,334</b>

**DESCRIPTION OF VOLUNTEER DUTIES:**

Patrol volunteers- 1-Taking hot line phone calls -2 accompany victims to: a) Food Pantry; b) The Precinct; c)DA's Office; d) Homes; Advocate Volunteers: 1- Taking phone calls. 2- Prepare copies of the CVB applications. 3- Mailing. 4- Making copies of necessary documents.