



AMVETS HAWAII

VOLUNTEER & PROJECT CONTRIBUTION REPORT

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1. REPORTING ORGANIZATION & PERIOD

Company / Organization Name

Report Date

Representative Name / Title

Phone / Email

Reporting Frequency

☐

Daily

☐

Weekly

☐

Monthly

Reporting Period: From

To

2. PROJECT INFORMATION

Name of Project

Number of Projects

Location of Project

Project / Work Performed (brief description)

3. VOLUNTEER ACTIVITY & MILEAGE

Number of Volunteers

Total Volunteer Hours

Total Mileage

Volunteer / Mileage Notes



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4. DONATED ITEMS & MATERIALS

Items Donated - Description

Cost / Value of Items (\$)

Used Materials - Description

Cost / Value of Materials (\$)

5. PROJECT EXPENSES & CONTRIBUTIONS

Category	Description / Details	Amount / Value (\$)
Equipment Rental		
Lodging		
Cash Donations		
Refreshments		
Other Expenses		
Total Reported Contributions / Expense		

6. ADDITIONAL NOTES / IN-KIND SUPPORT



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7. COMPLETED PROJECT CERTIFICATION

I certify that the information provided in this report is accurate to the best of my knowledge and reflects the volunteer activity, donated goods/materials, expenses, and other contributions associated with the completed project(s) identified in this report.

Representative Name (Printed)

Title / Organization

Signature of Representative

Date

Electronic signature: type the representative's full name in the signature field.

8. AMVETS HAWAII USE (OPTIONAL)

Received / Reviewed By

Date Received

AMVETS Notes

FORM COMPLETION NOTES

- Select the reporting frequency that applies: Daily, Weekly, or Monthly.
- Enter totals for the reporting period. Use the notes fields for additional details when needed.
- Report donated items and used materials at the actual cost or reasonable value supplied by the reporting organization.
- Include equipment rental, lodging, cash donations, refreshments, and other project-related expenses or contributions.
- The authorized representative should complete the certification, signature, and date fields after the project(s) are completed.