

## **INSTRUCTIONS**

### **Volunteer Names Sheet**

The Volunteer Names Sheet is used to record your Junior AMVETS information

- ❖ The TOP line is used to report What program the volunteers worked
- ❖ The Projects is also recorded ( next to ) Project:
- ❖ Enter the Date the Junior AMVETS Volunteered

### **Name of Junior AMVET Volunteers**

- ❖ Fill in the First and Last name of the Junior AMVET volunteer  
On the Volunteer names sheet.
- ❖ Please remember to also fill in the Volunteer Hours the Junior AMVET  
Worked for the project.
- ❖ You may use as many sheets as you need
- ❖ You only need to write a volunteer's name once for each program.  
But keep up with their hours, new or used material and any cash donations  
They may have given.
- ❖ After you have completed your list of names and hours and the program information.  
Add up all your hours on this sheet and check to make sure you have all the  
Volunteer's first and last name correct.
- ❖ Send a copy of this sheet along with your Service Report to the National Auxiliary  
Junior AMVETS Coordinator, your National Junior AMVETS Junior Vice President,  
And the National junior AMVETS President.