

Volunteer / Pro Bono Time Reporting

Per OMB A-110, LITCs are required to track the amount of time volunteers spend working on LTC activities.

Use this form to document the amount of time volunteers or pro bono members use to resolve a client's issue(s).

Volunteer's Name

Activity Date	Case ID (if applicable)	Activities and Time Reporting <i>(reported in hours)</i>											
		Consult with client	Represent before the IRS (meeting, phone call,etc)	Represent in Court	Court Filing	Prepare IRS Appeal	Research	Translation	Outreach	Clerical assistance	Return Prep	Intake	Education
Ex. 3/14/2010	02345BA	.5		.25			2.0		1.75				.5
TOTALS													