FINANCIAL REALITY FAIR

Volunteer Hours

Date of Fair: _____   School/Event Name: _____

Number of Volunteers: _____

Preplanning:	Number of hours
• Securing school commitment	_____
• Correspondence (school, volunteers, etc.)	_____
• Securing volunteers	_____
• Assigning volunteers	_____
• Organizing Supplies	_____

Event Day:	
• Travel	_____
• Get Real Fair (hours multiplied by # of volunteers)	_____
• Awards/Gift Cards	_____

Wrap-up:	
• Correspondence (thank you emails)	_____
• Evaluations	_____
• Update to stakeholders	_____
• Press release	_____
• Volunteer feedback/suggestions	_____
• Reporting	_____

Total Number of Volunteer Hours   _____