

MARTIN LUTHER KING, JR. COMMUNITY SERVICE CHALLENGE
Record of Service Hours
October 1, 2010-January 3, 2011

To the Volunteer Coordinator or other volunteer supervisor:

This person is with a business, school or organization that is participating in the Martin Luther King, Jr. Coalition Service Challenge. S/he is offering voluntary service hours to your not-for-profit organization. These service hours will be pooled with other service hours from their business or school which has registered with the MLK Coalition as a participant in the 2010/2011 Service Challenge. Information is available at www.mlkcoalition.org

As a recipient of these volunteers service hours, we ask your help in recording and reporting the service hours performed at your organization. On Martin Luther King, Jr. Day, awards will be given to the businesses and schools in pre-designated size categories whose members/students have offered the most service hours during the challenge period from October 1 through January 3, 2011. Please contact The MLK Coalition below with any questions.

Individuals will be volunteering who aren't part of an organization or school but are registered with the Service Challenge. On the form below, their "Organization Participating" can be listed as "Individual."

We ask that you help us by:

1. Tracking the volunteer service hours done at your agency as part of the MLK Coalition's Service Challenge.
2. Each week we ask a representative from your not-for-profit to submit either via email or phone the individual's time and company/school they represent to the MLK designees.
 - Adult Division: mlkcoalition@fuse.net or 513-230-5235
 - Youth Division: mlkcoalition@fuse.net or 513-230-5235

Volunteer Name of Hours	Organization Participating in Service Challenge	Service Date #	For Agency Use
Agency / Service Site completed	Description of Service work		Date reported:
Agency Representative (please Print) Phone	Agency Representative Signature		Reported by: