



Team Leader Report of Project Hours Donated



Please collect Report of Hours Donated forms from the team members before they leave the project. Transfer their totals to this page and send it to the ROAM office ASAP. These totals are part of the World Mission Mobilization annual report. (See instructions on other side)

Project # _____ (If known)

Project: _____ **Month** _____ **Yr.** _____

Team Member/ Couple	Last Name, First Names	His Donated Hours*			Her Donated Hours*		
		Regular	Over time	His Total	Regular	Over time	Her Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
Team Totals for Month							
Grand Total (His Total hours and Her Total hours)							

*Normal ROAM hours for a project are 6 hours per day for men and 3 hours per day for women 4 days per week, for 3 weeks, a weekly total of 24 for men and 12 for women,(if able). Anything above that is overtime. No overtime work is **expected** of any ROAM member, but many are doing it "because they want to and are able to do it."

Team Leader: _____

Please submit this form to the ROAM office.

PO Box 480876

Kansas City, MO 64148

Instructions to Team Leader

To facilitate the accurate reporting of hours for each project, please report each month separately.

The ROAM donated hours are reported to the World Mission Mobilization office at the Nazarene Global Ministry Center in Lenexa, KS to be included in the General Church annual figures of volunteers (Work and Witness, Youthserve and ROAM.)

The World Mission Mobilization reporting year is from September through August, not on a calendar year basis. We are adjusting our reporting to coincide with their system.

In the event there is only one person or couple at a project on any given month, this report should be completed and mailed to the ROAM office as if they were the team leader.

Please send the report as soon as possible after the close of the ROAM activity for the month.

Project # - Enter project # if known.

Project Name - Enter project name

Month - (Now that we are reporting on a fiscal year instead of calendar year, this becomes more important.)

Year -

Col 1 Team Member/Couple – Sometimes a man or woman is working alone with no spouse.

Col 2 Last name and first names – First names are important as we have a number of people with the same last names.

From the TOTAL line on all the individual forms for your team

Col 3 His Regular time – Total time worked 6 hours or under for men.

Col 4 His Overtime – Total time for additional hours worked over 6 hours on a given day.

Col 5 His Total – His regular and overtime time worked

Col 6 Her Regular time – Total for under 3 hours/day

Col 7 Her Overtime - Total for additional hours worked over 3 hours/day

Col 7 Her Total – Her regular and overtime hours.

Grand Total—Add His Total for the month and Her Total for the month to arrive at this figure.

Your cooperation will be greatly appreciated.