



**FOSTER CARE REVIEW BOARD MEMBER NON-REVIEW VOLUNTEER TIME LOG**

FOSTER CARE REVIEW BOARD (example 1A): \_\_\_\_\_ MONTH/YEAR (example July 2022): \_\_\_\_\_

NAME (please print): \_\_\_\_\_

Please **DO NOT** include the amount of time you spend at FCRB Reviews or FCRB professional development, orientation, or training. We already capture that information and do not want duplication. Specific instructions and examples are on the reverse of this form. Please make sure that you list the of the activity. Thank you for all that you do.

DATE(S)	ACTIVITY	AMOUNT OF TIME (in 15-minute increments)
	<b>Please use the key to calculate your minutes</b>	Key for minutes: 15 minutes= .25 30 minutes= .50 45 minutes= .75
	<b>Travel time to review:</b> (total travel time for review board)	_____Hours _____Minutes
	<b>Review preparation:</b> (read FCRB recommendations and notes)	_____Hours _____Minutes
	<b>Service Projects:</b>	_____Hours _____Minutes
	<b>Heart Gallery Activities:</b>	_____Hours _____Minutes
	<b>Other activities: (please list)</b>	_____Hours _____Minutes
	<b>Travel time to meetings/trainings:</b> (total travel time and type of meeting/training)	_____Hours _____Minutes
		_____Hours _____Minutes
		_____Hours _____Minutes
		_____Hours _____Minutes
		Total:

I certify that the information reported is correct and accurate.

\_\_\_\_\_  
 Review Board Member Signature

\_\_\_\_\_  
 Date



### INSTRUCTIONS FOR REPORTING FCRB VOLUNTEER HOURS

Documentation to obtain reimbursement for volunteer hours by Foster Care Review Board Members is vitally important. As a state agency receiving federal funds, reimbursement for volunteer hours is subject to federal audit; therefore, accurate documentation is required. If you have questions about what qualifies as a volunteer activity, please check with your Review Board Coordinator, or call Joy Manning, Business Manager, at (803) 734-0217. We commend you for the many activities that you have planned and completed on behalf of children in foster care.

- Record the month, day, and year for each activity
- Record time spent for each activity as hours and minutes (15-minute increments)
- Sign and date each time log
- Give the time log to your Review Board Coordinator every month

### EXAMPLES OF VOLUNTEER HOURS

In addition to documenting all of your travel time to and from Foster Care Review Board meetings, professional development, trainings, service projects, and events and preparing for Foster Care Review Board reviews by reading recommendations and notes, any activity you do on behalf of the Foster Care Review Board should be reported. Some examples include, but are not limited to:

- **Board Visit** (for state board members attending local review board meetings as observers)
- **Child Care** (providing child care during a Foster Parent Association Meeting)
- **Correspondence** (telephone and written communication directly related to FCRB or HG activities)
- **Court/Judiciary** (attendance at Family Court regarding specific FCRB cases, meetings with Family Court Judges)
- **Heart Gallery Activities** (attendance at Heart Gallery events, photo shoots, or providing snacks)
- **Legislative Activities** (preparing and distributing reports for the Legislative Delegation, attendance at local Legislative Delegation meetings, meetings with Legislators locally or at the State House.)
- **Mentoring/Visiting** (tutoring, visiting, or mentoring youth in foster care)
- **Miscellaneous Meetings/Events** (attending non-Review Board sponsored meetings/events in your capacity as a Review Board Member – e.g. DSS P2 or P3, Permanency Roundtable, Foster Parent Association event)
- **Partners Meeting** (Attendance at quarterly community partners meetings)
- **Recruiting** (activities involving the recruitment of local board members)
- **Service Projects** (planning, collecting, preparing and distributing activities for service projects for children, families and agency workers involved in foster care)
- **Travel** (total time spent traveling for review board meetings and any of the above activities)
- **Other** (non-specified activities directly related to the mission and purpose of the FCRB)

**Reminder:** Attendance at Review Board Meetings, Trainings (e.g. Orientation, Regional Training, and Annual Professional Development Day) should not be reported on this form. Additionally, volunteer service for your church or civic group, as a guardian ad litem, or activities for a child for whom you are a licensed foster parent should not be reported because they are not done in your role as a Foster Care Review Board member.