

# CERTIFIED VOLUNTEER UNITS (CVUs)

This is your record of volunteer time. Keep your records for future documentations of your volunteer experiences. **Make additional copies of this form as needed.**

**Certified Volunteer Units** are used to recognize individuals preparing for and completing volunteer work within fce and the community. You can count telephone and travel time if it relates to your volunteer project. Any volunteer acts count except those for immediate family. (Example: meals for shut-ins, church work, hospital and nursing homes, charitable or non-profit organizations, etc.)

When you have completed 500 hours of volunteer service, you will receive a Certificate of Recognition from TAFCE. Five hundred (500) hours of volunteer time equals 50 CVUs. Each additional 500 hours will earn a seal to be affixed to the certificate, a maximum of 4 seals per certificate. **The maximum time span for turning in unreported hours is three (3) years.**

Keeping a record of CVU hours can help you in many ways. A record of your volunteer time can help you:

- \* Prepare for more responsible leadership and/or volunteer positions with fce and/or other organizations.
- \* Seek paid employment. Properly documented volunteer work can be listed on a job application.
- \* Seek elective office. Community involvement and public service are important qualifications for elective offices.
- \* Qualify for awards and recognition. Honor and award applications usually ask for a listing of volunteer service.
- \* Qualify for scholarships. Volunteer service verifies the scope of your interests and background.
- \* To help you grow personally. Volunteering can be fun and personally rewarding. Serving others can be a life-changing experience.

To receive your certificate and/or seal(s), complete the Volunteer Service Summary Sheet. **Turn in CVUs in 500 hour increments only. Odd hours will be discarded!** Send only the Volunteer Service Summary to your county or Region Vice-president of Public Policy. It will then be forwarded to the State Vice-president of Public Policy. **Check with your Region Vice-President of Public Policy for the deadline in your Region. It is very important that you adhere to these deadlines.** Keep your personal records for reference and documentation.

The summary form is due by June 1. Mail to address at the bottom of summary form.

# CERTIFIED VOLUNTEER UNITS

## Volunteer Service Summary

**Name** \_\_\_\_\_ **County** \_\_\_\_\_ **Region** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Date Submitted for Recognition:** \_\_\_\_\_

Date of Vol. Activity	Type of Volunteer Activity	Hrs. of Vol. Time	# of People Reached

**TOTAL HOURS:** \_\_\_\_\_

**TOTAL PEOPLE REACHED:** \_\_\_\_\_

**This completed form is due by June 1.**

[The Total Hours must be submitted in 500 hour increments (i.e. 500, 1000, 1500, etc.)]

After 500 hours have been recorded mail this form to:

Janice Lynch  
 7 Kent Lane  
 Gordonsville, TN 37334

