

# Volunteer Daily Time Record

RCS: RCPR-062

*(For use of this form see USARC Reg 608-1; the proponent agency is the DCSPER Family Readiness Office)*

**Instructions:**

\* Each volunteer will record service hours contributed to the Family Readiness Program and to Army Family Team Building (AFTB) if applicable. Include round trip travel time from home to the unit, and any other travel needed to be accomplished. Before the end of each quarter (December 31, March 31, June 30, and September 30), record both total hours of work and travel time on your USARC Form 106-R, Volunteer Service Record in your official volunteer file. (Total number of volunteers and hours are compiled without use of any names or other personal information.)

\* Upon resignation, retirement, or transfer, furnish a duplicate of this record for the personal file of the volunteer. In case of transfer, furnish the original record to the gaining organization.

**NAME:** \_\_\_\_\_

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
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OCT AFTB																																
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NAME:

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MAR Service																																
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APR Service																																
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