

Volunteer Hours Submittal

Volunteer Management Program

MCAS Cherry Point

IMPORTANT: Although all forms of help/assistance are greatly appreciated, they may not all be considered volunteerism. The Installation Volunteer Coordinator is responsible for ensuring submitted hours meet the guidelines of MCO 5380.2.

You must also have a Volunteer Interest form on file before hours can be tracked.

In order for hours to meet qualifications, you must at a minimum:

- Have willingly offered, been accepted, and provided services in support of a program or activity.
- Have NOT accepted any form of payment or compensation (*does not include mileage or child care reimbursement, etc.*)
- Must be 13 years of age or older
- Military members and civilian employees must be in an off-duty status
- Fundraising cannot be considered volunteerism (*this would include bake sales, car washes, and fun runs to raise money for any program, charity, or event like the Ball. This does NOT include activities that gather goods like food, furniture, clothing, etc for donation to an organization.*)
- Questions? Call 252-466-4101

Volunteer's full name: _____

Phone: _____ email: _____

I have read the above statements and feel my hours meet the acceptable guidelines for volunteerism.

Volunteer Event info:

Event start date: _____ Event end date: _____

Total volunteer hours: _____

Who did you volunteer for? (*unit name, program, organization, etc.*)

Organization contact info: _____

Was this a Single Marine Program event? Yes No

Did you volunteer on base? Yes No

What did you do? (*Give as much info as possible as to what activities you performed*)

Please submit completed form to OMBCherryPointVolunteers@usmc-mccs.org or bring to Jocelyn Jakubowski in bldg. 232, Marine & Family Programs, corner of E St & 4th Ave.