



Volunteer Report- Events involving travel

Please complete report for each activity/event you attend on behalf of ESGR.

A. Volunteer Name			
B. Unit/Event/Activity <i>(Include City)</i>			
C. Component	<input type="checkbox"/> AirNG <input type="checkbox"/> ArmyNG <input type="checkbox"/> USMCR <input type="checkbox"/> USNR <input type="checkbox"/> USAFR <input type="checkbox"/> USCGR <input type="checkbox"/> USAR		
D. Date & Time			
E. Hours Volunteered <i>(Including drive time)</i>			
F. Total Mileage <i>(Round trip)</i>	<i>Reference Joint Travel Regulation (JTR): Travel vouchers must be submitted within 5 business days of travel.</i>		

You May Approximate Numbers			
G. Number of Service Members	H. Number of Family Members	I. Number of ESGR Volunteers	J. Number of Employers

Please Give Exact Count		
K. Number of SOS's	L. Number of Patriot Award Nominations Received	M. Number of New Volunteers Recruited

Submit this report, along with a travel voucher, DD Form 1351-2

FAX OR MAIL TO:
 ESGR OHIO
 2825 W. Dublin Granville Road
 Columbus, Ohio 43235
 Fax: 614-336-7115

For Staff Use Only.

Travel Voucher Received

Volunteer Hours Recorded

Purpose: Volunteer Activity Reporting is primarily used to collect data to meet mandated reporting requirements. Additionally, activity reporting assists in collecting information for volunteer recognition programs. Finally, volunteer reporting assists in identifying trends for future planning and budget execution.

Volunteer Report-Events Involving Travel This report should be submitted with your DD Form 1351-2, Travel Voucher. You may print and submit hard copy with your travel voucher or edit and submit via email. Instructions for this form are provided below:

A.	NAME:	Self Explanatory
B.	Unit/Event/Activity:	Example: 180th FW/Brief ESGR & USERRA/Toledo, Ohio
C.	Component:	Indicate which component the activity supported. Note: <i>(If more than one service component was present, select as many as applicable)</i> To select, double click on the appropriate service component, under the heading "Default Value" Select "checked"
D.	Date & Time	Self Explanatory (time refers to scheduled time of event participation)
E.	Hours Volunteered	Indicate number of hours (include travel and administrative time)
F.	Total Mileage	Indicate the roundtrip mileage for the activity <i>(should match mileage claimed on the DD Form 1351-2)</i>
G.	Number of Service Members	Indicate how many service members were present. If none, then enter 0.
H.	Number of Family Member	Indicate how many family members were present. If none, then enter 0.
I.	Number of ESGR Volunteers	Indicate how many ESGR volunteers participated in the event. If you conducted the activity alone, indicate 1.
J.	Number of Employers	Indicate how many employers were present. If none, then enter 0.
K.	Number of SoS's	Indicate how many SoSs were signed/distributed. If none enter N/A
L.	Number of Patriot Award Nominations Received	Indicate how many Patriot Award Nominations were received. If none, enter N/A.
M.	Number of New Volunteers Recruited	Indicate the number of new volunteers that were recruited during this event and submit new volunteer packet to ESGR State Staff.