**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Volunteers |
|  |  |
| Date Created: | November 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

**Tracking of Hours**

**Policy:**

It is the policy of the Women’s Counselling Centre that Volunteer’s hours will be tracked and statistics submitted as per DHQ requirements.

**Procedure:**

Each Volunteer is responsible for tracking the hours that they provide service and reporting these hours monthly to the Director.

The Director will submit the Volunteer Hours Total to the Corps Administrative Assistant who will report them to DHQ as per Divisional Policy