Volunteer / Pro Bono Time Reporting

Per OMB A-110, LITCs are required to track the amount of time volunteers spend working on LITC activities.
Use this form to document the amount of time volunteers or pro bono members use to resolve a client's issue(s).

Volunteer's Name

Activity Date	**Case ID** (if applicable)	**Activities and Time Reporting** *(reported in hours)*											
		Consult with client	**Represent before the IRS (meeting, phone call,etc)**	**Represent in Court**	**Court Filing**	**Prepare IRS Appeal**	**Research**	**Translation**	**Outreach**	**Clerical assistance**	**Return Prep**	**Intake**	**Education**
Ex. 3/14/2010	02345BA	.5		.25			2.0		1.75				.5
TOTALS													