



Team Leader Report of Project Hours Donated



Please collect Report of Hours Donated forms from the team members before they leave the project. Transfer their totals to this page and send it to the ROAM office ASAP. These totals are part of the World Mission Mobilization annual report. (See instructions on other side)

Project # _____ (If known)

Project: _____ **Month** _____ **Yr.** _____

Team Member/ Couple	Last Name, First Names	His Hours	Her Hours	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Team Totals for Month				

Normal ROAM hours for a project are 6 hours per day for men and 3 hours per day for women 4 days per week, for 3 weeks, a weekly total of 24 for men and 12 for women, (if able). No extra hours are **expected** of **any** ROAM member, but many are doing it "because they want to and are able to do it."

Team Leader: _____

**Please submit this form to the ROAM office.
PO Box 480876
Kansas City, MO 64148**

Instructions to Team Leader

To facilitate the accurate reporting of hours for each project, please report each month separately.

The ROAM donated hours are reported to the World Mission Mobilization office at the Nazarene Global Ministry Center in Lenexa, KS to be included in the General Church annual figures of volunteers (Work and Witness, Youthserve and ROAM.)

The World Mission Mobilization reporting year is from September through August, not on a calendar year basis. We are adjusting our reporting to coincide with their system.

In the event there is only one person or couple at a project on any given month, this report should be completed and mailed to the ROAM office as if they were the team leader.

Please send the report as soon as possible after the close of the ROAM activity for the month.

Project # - Enter project # if known.

Project Name - Enter project name

Month - (Now that we are reporting on a fiscal year instead of calendar year, this becomes more important.)

Year -

Team Member/Couple – Sometimes a man or woman is working alone with no spouse.

Last name and first names – First names are important as we have a number of people with the same last names.

From the TOTAL line on all the individual forms for your team

His Total Hours Donated

Her Total Hours Donated

Grand Total—Add His Hours Donated for the month and Her Hours Donated for the month to arrive at this figure.

Your cooperation will be greatly appreciated.