

CCA Member Name:		Please submit this schedule quarterly so that volunteer hours can be reported accurately.		
Impact Area - Click in cell below, then on the ▼ to select from list**	Organization Name (501(c)(3) nonprofit)	Time ⁽²⁾ (input as hh.xx)	Activity End Date (Input MMM-YY)	Activity Performed/Comment Please be brief!
Food/Nutrition/Agriculture	ICA Food Shelf (EXAMPLE)	1.00	Nov-21	Packed food boxes (EXAMPLE)

****Please assign an impact area:**

Impact Area: Select one of these from the drop-down list in the far left column.

- Arts and Culture
- Church/Religion
- City/Community/Civic Activity
- Economic Opportunity/Financial Support
- Education/Career& Future Readiness/Childcare
- Environment/Sustainability
- Food/Nutrition/Agriculture
- Health/Exercise/Wellbeing/Medical
- Homelessness/Housing
- Human Rights/Disability/Elderly
- Nature/Wildlife/Animal
- Professional Orgs
- Veterans
- Other - please describe in comments

NOTES:
 (1) For CCA-scheduled events, the Project Lead will report your hours. cargillcaresalumni11@gmail.com
 (2) Input to the nearest 1/4 hour (.25, .50 or .75). Include only actual time volunteered - it should not include travel time.

To SUBMIT hours: Save this file and email it to cargillcaresalumni11@gmail.com;
 or provide the same data on an email to Cargill Cares Alumni at cargillcaresalumni11@gmail.com

You can also print the form from Excel or PDF, fill it out, take a picture and email it (sorry we no longer have ready access to a Cargill mail address)