

CREATE DATE: \_\_\_\_\_

## Request to Approve or Renew A Volunteer Program

**INSTRUCTIONS:** This form must be emailed to the following address: [as.stateaccounting@nebraska.gov](mailto:as.stateaccounting@nebraska.gov). Please enter **Volunteer Program** in the subject line.

**DISCLOSURE:** This form is completed and provided to DAS-State Accounting in accordance to State Accounting Manual General Policy #15. Volunteer/Provider Expenses.

Agency Name: \_\_\_\_\_

Please check one:    New Program:                      Renewal Request:

**General:**

1. Name and type of program to be established or renewed:
  
2. Estimated number of volunteers/providers:
  
3. Types of services to be provided by the volunteers/providers:

**Expenses:**

4. Types of expenses to be incurred?
  
5. Total estimated annual expenses for the program:
  
6. How are you planning to manage and track project costs? **Use object codes 523000 or 574700 to record these expenses.**

\*\*\*\*\*  
Agency Contact Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**Renewal**

To renew a volunteer program you will need to complete questions 1 – 6 above **and** the questions below. For fiscal year information, please use the previous full fiscal year of transactions to answer these questions:

- 7. Number of volunteers/providers who participated in the program during the past full fiscal year:
  
- 8. Number of events held during the past full fiscal year:
  
- 9. Annual volunteer/provider expenses for this program during the past full fiscal year:
  
- 10. Benefits this program provided during the past full fiscal year:

If you have any questions, please email them to [as.stateaccounting@nebraska.gov](mailto:as.stateaccounting@nebraska.gov) with **Volunteer Program** in the subject line.

\*\*\*\*\*Administrative Services Use Only\*\*\*\*\*

Date Received \_\_\_\_\_

Date Forwarded for Approval \_\_\_\_\_

Approved by SA Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by SA Administrator \_\_\_\_\_ Date \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_