

McIlveen Family Law Firm Volunteer Confirmation

Please let this letter serve as confirmation of _____ (volunteer's name) volunteer activities in support of _____ (organization name).

Mr./Ms. _____ (volunteer's name) generously donated his/her time _____ (amount of time) on _____ (date) to our 501(3)(c) charitable organization.

This letter also confirms that the volunteer has not received any financial or "in-kind" remuneration, other than possible reimbursement of actual expenses, in return for his/her services.

For questions regarding this service, please contact _____ (contact person) with the Organization at _____ (contact information).

McIlveen Office Use Only:

Employee:

Donate _____ billable hours to _____ (name of organization)
_____ (mailing address of organization); or

Pay employee _____ billable hours.

McIlveen Employee Signature

Management:

Approved by: _____ Date approved: _____

Donated billable hours paid on _____ (date) with _____ (check number).