



Department of Juvenile Justice

Volunteer/Mentor/Intern Reporting Form

All reports are due to the Office of Prevention and Victim Services no later than 12:00 pm on the 10th day of the month following the reporting period.

Date: _____	Program Area: _____
Contact Name: _____	Region: _____
Phone Number: _____	Circuit / Facility: _____

MONTHLY REPORTING PERIOD

FROM: MM/DD/YYYY _____	TO: MM/DD/YYYY _____
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VOLUNTEER, MENTOR, AND INTERN HOURS

NUMBER OF INDIVIDUALS	INDIVIDUAL TYPE	NUMBER OF HOURS VOLUNTEERED
	Faith Based Volunteers	
	Non-Faith Based Volunteers	
	Mentors	
	Interns	
	DJJ Employees	
	TOTAL	TOTAL

- Please report both the number of people and the number of hours.
- Mentor hours must involve direct contact with youth.
- Faith/Community Based hours must be performed under the auspices of a faith-based organization.
- All DJJ employees must record their volunteer and mentor hours in the People First System.

http://www.djj.state.fl.us/partners/forms-library/volunteer_reporting_form