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**Non-Federal Match Sources Best Practices**

**Sample Sign-In Sheet to Record Volunteer Time and Mileage**

**MEETING NAME**

**Weekday, Month Day, Year**

**Start Time – End Time (Length)**

**SIGN IN SHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **POSITION/TITLE** | **IN PERSON** | **VIA TELECONF** | **MILEAGE (IF APPLICABLE)/PERSONAL OR GOV’T VEHICLE** | **ARE YOU FEDERALLY FUNDED (YES OR NO)** | **ARE YOU USED AS MATCH ON A FEDERAL GRANT (YES OR NO)** |
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