



**MINNESOTA STREETCAR MUSEUM**  
COMO-HARRIET STREETCAR LINE  
EXCELSIOR STREETCAR LINE

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January 9, 2010

## **POLICY No. 6**

### **VOLUNTEER TIME ACCOUNTING**

**1.0 Purpose.** To establish a system to accurately record and account for the amount of time spent on streetcar operations, work projects, and management/administrative tasks performed by the volunteers of the Minnesota Streetcar Museum on Museum projects and work and at its two exhibit sites, the Como-Harriet Streetcar Line (CHSL) and the Excelsior Streetcar Line (ESL).

**2.0 General.** One of the MSM's most valuable attributes is the strong sense of volunteerism of our members. Accurately accounting for what and how much work volunteers do is difficult but is a task that is important because: it determines who is eligible to vote in Museum elections; it helps us to document and demonstrate the commitment of our dedicated volunteers; it help us plan future projects; and, it helps us attract outside funding support.

#### **3.0 Responsibilities.**

- 3.1 Each volunteer is ultimately personally responsible for ensuring that his or her volunteer time is correctly recorded on a volunteer time sheet (see attachment No. 1 and No. 2).
- 3.2 Foremen of work crews and Foremen/Chiefs of special projects (Project Leaders) will ensure that all persons who worked during a particular work session record their time on the appropriate volunteer time sheet at the end of the work session.
- 3.3 Individuals, whenever they work on projects or tasks that are of benefit to the MSM should record the time spent on the project or task on the appropriate volunteer time sheet.
- 3.4 The MSM's Chief Statistician is also the Chief Timekeeper. The Chief Timekeeper will periodically collect data from the volunteer time sheets located in the Linden Hills and Excelsior carbarns, and/or from other sources (e.g., individuals), and prepare summary reports shortly after the end of the fiscal year or as necessary and required.

#### **4.0 Volunteer Time Accounting Procedures.**

- 4.1 When volunteering for regular streetcar and charter/special operations, volunteer time is recorded by the designated shift Foremen on the streetcar's daily trip sheet.

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- 4.2 When working on projects or activities either in the carbarns or on outside track, building, overhead or gardens and grounds, etc. projects, record volunteer time on the appropriate volunteer time sheet located in the white binder in the back of the maintenance (heated) sections of the Linden Hills carbarn and shop or the Excelsior restoration shop.
- 4.3 When working on projects or activities that are conducted away from CHSL or ESL (e.g., administrative or managerial tasks done at the volunteer's home or elsewhere), time should be recorded on an individual volunteer time sheet. This sheet will be turned in to the Chief Timekeeper on or about December 31 of each year or at the direction of the Chief Timekeeper. Volunteer hours can also be periodically transferred from the time sheet maintained at the volunteer's home onto the person's volunteer time sheet kept in the CHSL or ESL carbarns.
- 4.4 At the discretion of the Foreman or Project Manager (e.g., for a project to restore a specific streetcar) separate volunteer time sheets may be maintained to segregate and better account for the volunteer time for that specific project.
- 4.5 Individual and chronological volunteer time sheets will be kept in a white binder in the Linden Hills and Excelsior carbarns. Two distinct time sheets can be used (attachments 1 and 2).
  - 4.5.1 A general chronological volunteer time sheet will be used for those volunteers who only occasionally work on projects or activities at either Lake Harriet or Excelsior.
  - 4.5.2 The individual volunteer time sheet should be used by those volunteers who are regular workers on projects/activities or work sessions at CHSL and/or ESL and for those volunteers who work on projects or activities in their homes.
- 4.6 So we can consistently record and account volunteer time, please follow the following procedures.
  - 4.6.1 Round off to the nearest one-quarter hour.
  - 4.6.2 When making an entry be specific about what you did. At a minimum identify the project you are working on, e.g., "Winona No. 10" or "Excelsior overhead."
  - 4.6.3 Only count time spent on a project. Do not count lunch breaks or travel.
  - 4.6.4 When you work in multiple departments or work categories on a given day, record each separately.

Approved by the Board at its meeting held on May 21, 2005. Reviewed and again approved by the Board of Directors on January 9, 2010.

ATTEST:

James A. Vaitkunas  
*Corporate Secretary*

Attachments

Chronological Volunteer Time Sheet

Individual Volunteer Time Sheet