

## **SUBJECT MATTER: Volunteer Data**

### **POLICY STATEMENT:**

To maintain accurate records of volunteers participating in Monadnock Healthy Teeth to Toes activities.

### **PROCEDURE:**

Monadnock Healthy Teeth to Toes will maintain a log of program volunteers. The following information will be collected:

- Name of volunteer
- Type of activity
- Hours worked
- Type of volunteer (parent, dentist, hygienist, assistant, etc.)