

Senior LinkAge Line®
Health Insurance Counseling Services

**Volunteer Activities
Monthly Report Form**

Name:
RSVP:

Instructions:

Use this form to document all your volunteer activities for the month. Include: community presentations, Senior Surf Day, health insurance counseling, one-on-one assistance, exhibitor at booth (health & senior fairs), training, prep time & research, office assistance, data entry, travel.

List all **community presentations (Senior Surf Days, Pt D and Medicare outreach)** on the back. Please complete all columns.

List **all other activities, (1:1 and HIC site support)** below. Please complete all applicable columns.

Date	Activity	Length of Activity	Location & City	No. Assisted (if applicable)	Total Vol. Hours (including travel)
Example 1/6/2015	Health Insurance Counseling Site	2 hrs.	Evergreen Sr. Center Duluth	15	2½ hrs.

Please report this information by the **5th day of each month** following the end of each month's activities. Example: January activities are due February 5. You may report this information by:

- Calling Lee Swenson at (218) 529-7539 (800) 232-0707, ext. 539
- E-mailing electronic copy to lswenson@ardc.org
- Or
- Mailing or faxing completed form to: Lee Swenson
ARDC's Area Agency on Aging
221 West First Street
Duluth MN 55802
Fax: (218) 529-7545

Thank you for your gift of time!

Community Presentations and Senior Surf Day Events

Date	Activity	Length of Activity	Location & City	No. Attending	Subject Areas Covered	Target Audience	Total Vol. Hours (including travel)
Example 2/6/15	Community Presentation	90 minutes	Rainbow Center Duluth	115	SLL, OM, V	MB	1 ½ hrs.

To complete the column titled, **Subject Areas Covered**, list all topics discussed using the abbreviation below.

- Original/traditional Medicare – **OM**
- Medicare Savings Program – **MSP**
- Medicare Fraud and Abuse – **MFA**
- Medigap/Medicare Supplements – **MS**
- Prescription Drug Assistance – **PD**
- Volunteerism- **V**
- General SLL/HIC Information – **SLL**
- Medication Management – **MM**
- Senior Surf Day – **SS**
- LTC/LTC Insurance – **LTC** (Long Term Care)
- Part D – **Med D**

To complete the column titled, **Target Audience**, choose from the abbreviations that describe the attendees.

- Medicare beneficiaries and/or pre-enrollees – **MB**
- Family members/caregiver of Medicare beneficiary - **FMS**
- Non-Caucasian – **NC**
- Disabled – **D**