



Interior Horse Council

P.O. Box 85063
Fairbanks, AK 99708

www.interiorhorsecouncil.com

Non-profit US 501c(3)
Tax ID # 92-0170599

Volunteer Time Log

Why is it important to document your IHC volunteer hours?

As a tax exempt organization, IHC must demonstrate that it is a publicly supported organization. According to the IRS, 33.3% of our income, based on a five year running average, should come from public support. In very few circumstances it is permissible to drop below 33.3%, but it is preferable to meet the 33.3% support test.

IHC can count donated labor as income, which counts as public support. We must document the value of the donated labor we receive in order to show that we are publicly supported organization. If we do not meet the IRS public support tests, we could lose our non-profit status.

IHC has a gaming permit with the State of Alaska. The gaming income we receive is considered “unrelated business income.” It does not count as public support. Therefore, it is essential to document all other income to offset the gaming money we receive.

Instructions:

Save this document to your hard drive. The Time Log form on Page 3 of this document is an interactive Adobe Acrobat (pdf) form which will total your IHC volunteer hours for you and will insert the current date into an empty date field when you click in that field. You can override the date default. *You must save the form each time before you close it or your entries for that session will be lost.* Page 3 of this document is a pre-addressed standard business-sized envelope.

You can download Acrobat Reader for free [here](#) (click link).

Once per quarter or when your form is full:

1. Print the form and pre-addressed envelope (Pages 3 & 4), sign and mail the signed form via snail mail.
2. ***Also***, please email your filled-in pdf form to sec@interiorhorsecouncil.com. IHC needs your signature on the paper form in case of an IRS audit, but emailing the electronic form allows the secretary to cut & paste your information making her more efficient.
3. Consider keeping a copy of your time log for your personal records.



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Name: _____

Address: _____

Email: _____

City: _____

Phone: _____

State: _____ Zip: _____

Activity		Equivalent		Brief activity description
Date	Hours	estimated	Equiv	e.g. "Fairgrounds ride manager"
mm/dd/yyyy		cost / hr	cost (\$)	or "drag arena".

Total

Signature: _____

Date: _____

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