



Volunteer Individual Sign-in Sheet

Name: _____ **Phone:** _____

Work Location: _____ **E Mail** _____

Complete this form each time you do volunteer work. Fill in the time you start and finish work, and the daily total.

Date	Activity	Start Time	End Time	Daily Total Hours
Grand Total				

These forms will be used for your/our permanent records. Please send to your supervisor, thank you!

Supervisor Signature: _____

Date: _____