



**Seattle
Parks & Recreation**

healthy people healthy environment strong communities

Volunteer Services Individual Sign-in Sheet

Name: _____ Work Location: _____

Phone number: _____ Email: _____

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

These forms will be used for your/our permanent records.
Please send to your supervisor bi-monthly. Thank you!
Seattle Parks and Recreation, Volunteer Programs Unit – 206-684-8028
parksvolunteer@seattle.gov