**DAILY VOLUNTEER TIME LOG EVENT NAME**

|  |  |
| --- | --- |
| Organization Name: | Date: |
| Organization Contact: | Contact Phone#: |
| Contact Email: | |

|  |  |
| --- | --- |
| Location: | Date: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Volunteer Name (Print)** | **Signature** | **Task Assignment** | **Time**  **In** | **Time Out** | **Total Time**  **[Hours:Minutes]** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| **TOTAL HOURS** | | | | | |  |

Manager Name:        Manager Signature:

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FORM Vol Hours

**Instructions:**

1. Please complete each field in detail on **the Daily Volunteer Time Log.**
2. Please be task specific for each volunteer in your organization
   * Include tasks being performed
3. Volunteer name
4. Pease have a manager sign off on the volunteer hours
5. If your organization’s documentation does not have a manager’s signature on the log in/out sheets, please add a cover letter on your organization’s letterhead attesting to reported volunteer hours. In this case, you can group the volunteer sign-in/sign-out sheets by week and attach the signed cover letter.