TIME SHEET

TIME SHEET

Volunteer Name

Task/Activity	Date	S	M	T	W	T	F	S	Total
Totals									

Write task description in first column. Enter start of week in 'Date' column and place hours volunteered per day rounded to the nearest half. Start a new sheet each month.

COMMENTS

Approved by

Hours

Date

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v3.0 11/4/2005