



# Volunteer Activity Time Sheet

**Statewide Health Insurance Benefits Advisors HelpLine** • State of Washington • Office of the Insurance Commissioner

**Instructions:** Use this form for recording all activities. Use one form for each calendar month. Use one line for each day, even if multiple activities. When recording hours, use 15 minute increments (15 minutes = .25, 30 minutes = .5, 45 minutes = .75), so 4½ hours worked = 4.5 hours.

## 1. Volunteer Information

SHIBA ID Number:	<i>OR</i>	First Name:	Last Name:
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## 2. Activity Log for: \_\_\_\_\_   Month                          Year

Date	Total Hours	Activity/Comments

*(Continued on reverse)*

When this report is complete, submit it to your coordinator/supervisor.

