SAMPLE VOLUNTEER LOG SHEET

VOLUNTEER NAME:

DATE	WORK DAY/EVENT/MEETING	TIME WORKED	HOURS
X/X/XX	Committee Meeting	xam-xx-pm	2.5
		TOTAL HRS	

This log sheet is provided as a sample tool for volunteers to record their hours. You can make blank copies and distribute to all of your volunteers at the beginning of the season, then collect them for inclusion in your binder.

SAMPLE 1

SAMPLE EVENT SIGN-IN SHEET

EVENT NAME:		
EVENT DATE:		
EVENT TIME:		
VOLUNTEER NAME	**PHONE**	**EMAIL**

SAMPLE 2

Total # of volunteers at this event: _____ Total Volunteer Hours: _____

This volunteer sign-in sheet is provided as a sample tool for you to record volunteer hours. You can make blank copies and bring them to each volunteer work day, then include them in your binder.