# Volunteer Timesheet for Individuals

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**REMEMBER**
*to use INK!*

**Volunteer Name** _____

**Phone** _____

**Program/Project** COMP

**Location** _____

**Month Reported** _____

Please start a new volunteer log for each month.

*Please provide all information in ink. Any changes or corrections should be made by drawing a line through the error and correcting the error in ink. The person making the correction must also initial it.*

| Date | Activity | Total Hours* |
|---|---|---|
| | Osprey Monitoring | 1.5 |
| | | |
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| | | |
| | Total hours for all days volunteered (Submit additional sheets if more days/hours are to be reported.) | |

Time is recorded by the quarter hour. For example, use 1.5 for 1 ½ hours, not 1.3 for 1 hour and thirty minutes.

Fill out each line individually, even if you are completing the same activity. Do not draw an arrow through activities.

**Subtract lunch/break time from the total hours recorded each day.*

*Volunteer Status (check whichever applies)*

☐ True volunteer receiving no compensation for time donated.

☐ Compensated by federal grant or employer with federal funding source.
Please identify grant or employer _____

☐ Compensated by employer with a non-federal funding source.
Please identify employer _____

Please Check the Correct Age Bracket

| Under 14 | 14-15 | 16-17 | 18 or older |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ |

**For Office Use Only**

Project Leader Certification _____

Date Approved _____

Date Entered _____

Entered By _____

Grant Code _____

Position Equivalent

Don't forget to sign and date your forms in ink!

*rtify that the information above is true and correct. (If volunteer is under the age of 18, required.)*

_____ *Volunteer Signature* _____ *Date* _____ *Parent/Guardian Signature*