

Corporate Volunteer Hours Log Form

Use this form to track and log your volunteer hours for corporate social responsibility matching or recognition. Please fill out the details below, print the form, obtain the necessary signatures, and submit it to the HR department.

Employee Information

Employee Full Name:

Employee ID:

Department / Division:

Job Title:

Email Address:

Phone Number:

Volunteer Activity Log

Date of Service	Organization / Charity Name	Activity Description / Duties Performed	Hours Worked	Supervisor Name & Title	Supervisor Contact (Phone/Email)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Volunteer Hours Claimed:

Signatures and Approvals

By signing below, the employee certifies that the volunteer hours logged above are accurate and were completed outside of standard working hours (unless otherwise approved as paid volunteer time off).

Employee Signature (Physical Sign-off): Date:

HR / Manager Approver Name: Title:

HR / Manager Signature: Date: