

Weekly Volunteer Timesheet

Please complete this timesheet weekly and submit it to your volunteer supervisor for approval.

Volunteer Information

Volunteer Name: Organization/Program:
Week Starting (Date): Supervisor Name:
Email Address: Phone Number:

Time Log

| Day of Week | Date | Activity / Task Performed | Start Time | End Time | Hours Worked | Supervisor Initials |
|-------------|----------------------|---------------------------|----------------------|----------------------|----------------------|----------------------|
| Monday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tuesday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wednesday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thursday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Friday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Saturday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sunday | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Weekly Hours:

Authorization and Signatures

By signing below, the volunteer and supervisor certify that the hours recorded above are accurate.

Volunteer Signature: Date:
Supervisor Signature: Date: