

# Annual Volunteer Hours Summary Sheet

Please use this sheet to log and summarize your volunteer hours for the calendar year. Once completed, please sign and submit this form to your volunteer coordinator for verification and filing.

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## Volunteer & Organization Information

Volunteer Name:  Calendar Year:   
Email Address:  Phone Number:   
Organization / Department:  Volunteer Coordinator:

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## Monthly Hours Log

Month	Total Hours Completed	Primary Activities and Projects	Supervisor Initials
January	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>

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## Annual Totals & Sign-Off

Total Annual Hours:   
Volunteer Signature:  Date:   
Coordinator Signature:  Date: