

Daily Volunteer Time Log Sheet

Please fill out this log sheet daily to record your volunteer hours. This sheet can be filled out digitally before printing or printed and filled out by hand.

Volunteer & Event Information

Volunteer Name: Date:
Organization/Project: Supervisor Name:

Time Log Details

| Activity / Task Description | Start Time (AM/PM) | End Time (AM/PM) | Total Hours | Supervisor Initials |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Daily Volunteer Hours: | | | <input type="text"/> | <input type="text"/> |

Signatures and Verification

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

Volunteer Signature: Date:
Supervisor Signature: Date: