



## Community Service Requirement Volunteer Hours Report Log

Volunteer's Name \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Unit # \_\_\_\_\_

This time sheet is to be used to track your volunteer hours for the Community Service Requirement. It is **your** responsibility to maintain this log over the course of the year, to be submitted with the paperwork at your next annual review.

Instructions for Completion:

1. Fill in your name and address information on the top of the form (please print)
2. Each time you perform community service, complete a line on the form. Remember to obtain the Supervisor's name, signature, and phone number. These are essential in order for the service hours to be valid.
3. Store the form in a safe and secure location. In the event you misplace the form, it is your responsibility to recreate the history on it, including re-obtaining supervisor's signatures.
4. Turn in the completed form with your Annual Review paperwork. (Keep a copy for your records)

