

VOLUNTEER HOURS – TRACKING FORM



Partnership groups, as well as individual volunteers, are to keep track of the total hours volunteered each month. Reporting the information helps the City of Salem measure the generous volunteer contributions provided assisting staff and in parks.

The partnership group, or individual volunteer, responsibilities are to:

- Complete the chart below calculating, recording, and reporting the total number of volunteer hours worked at each location.
- Email, mail, or fax the completed form to the Volunteer Coordinator.
- Report total monthly hours **by the 5th day of each month.**

Volunteer Coordinator: Amanda Sitter, 503-589-2197

Email: asitter@cityofsalem.net

Fax: 503-588-6305

Mail: City of Salem Parks and Recreation

ATTN: Amanda Sitter

1457 23rd Street SE

Salem, OR 97302

VOLUNTEER HOURS TRACKING CHART			
Date(s)	Number of Volunteers Present	Number of Hours Worked	Total Hours Worked Per Week <small>(total volunteers x hours worked)</small>
Site:	Notes/Comments:		(Add Column Vertically) MONTHLY TOTAL
Tasks Completed:			

Volunteer Printed Name

Signature

Date

Telephone Number

THANK YOU FOR YOUR TIME!