



VOLUNTEER HOURS REPORT FORM

To Report by the Fifth Day of Each Month

Volunteers are required to report hours by the fifth day of each month. Calculate, record, and report the total number of hours worked at each adopted site by filling in the chart below and:

Mail in this form to:
 Adopt-A-Park
 200 East Santa Clara Street, 9th Floor
 San José, CA 95113

Or fax to: (408) 287-2168

<i>Adopt-A-Park Hours Tracking Chart</i>			
Date	# of Volunteers Present	# of Hours Worked	Total Hours Worked per Week <i>(multiply # of volunteers by # of hours)</i>
<i>Adopted Site:</i>			<u>Monthly Total</u> <i>(Add column vertically)</i>

Tasks completed this month:

Notes/Comments:

We/I _____ have worked _____ total hours for the month of _____ at our adopted park.

 Volunteer's Signature

 Phone

 Date