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

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

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