

Volunteer Hours Record

Record volunteering as it happens, with a signature against each line, so the hours can be proved months later to somebody who was not there.

Hours given, by whom, doing what, signed by somebody who can vouch for them.

GET IT SIGNED ON THE DAY

Volunteer hours get asked for months later by somebody who was not there — a school, a university, an employer, a funder or an awards scheme. The signature column is what makes the record worth anything, so get it at the time.

HOW TO USE THIS SHEET

- 1 Fill in a line at the end of each session, not at the end of the term.
- 2 Write what was actually done, in plain words. 'Helping' is not a description anybody can verify.
- 3 Have somebody from the organisation sign each line, or each page.
- 4 Keep a copy yourself; the organisation's copy is not yours to rely on.

Volunteer

Supervisor

Organisation

Their role

Purpose of the record

Contact

Sheet

Date	Start	Finish	Hours	Where	What was done	Verified by — signature

Hours this sheet

Running total

Organisation stamp or signature