Volunteer Hours Tracking Form

Date: _____ Volunteer Name: _____

Phone#: _____ Email: _____

HOUR TRACKING CHART:

Event/Program	Date	Position	Time	Hours	Supervisor Signature
Example: Canada Day	July 1, 2019	Greeter	12-6 pm	6.0	*Kathy Sampson*
			Total Hours:		

REMEMBER: Please log all hours online, then email completed signed tracking sheets to volunteers@richmondhill.ca or submit your forms to:

Volunteer Development
c/o – Richvale Community Centre
160 Avenue Road, Richmond Hill ON L4C 5L8
OR
Fax: 905-737-0430

Questions or Comments? Please email: volunteers@richmondhill.ca