

Volunteer Time Sheet

Please use only one time sheet per organization for which you volunteer.



ORGANIZATION INFORMATION

STUDENT NAME

DATE	HOURS
Total Hours Completed	

ORGANIZATION NAME

ORGANIZATION ADDRESS

SUPERVISOR NAME**TITLE****PHONE:**

E-MAIL:

STUDENT SIGNATURE

SUPERVISOR SIGNATURE

DATE _____

DATE _____

By signing above, we certify that the information provided in this form is both accurate and true.

FOR OFFICE USE ONLY		STAMP HERE
Verified by: _____ on _____ Sent to Finance by: _____ on _____		

A total of 20 volunteer hours are required to complete the program. Fill, print, and sign where necessary. Please scan and email to **movalearns@moval.org** or deliver in person to Moreno Valley City Hall, located at **14177 Frederick Street, Moreno Valley, CA 92533**. Use only one volunteer time sheet per organization you volunteer with.