



# NEIGHBOR VOLUNTEER OFFICE

Volunteerism: The Spirit of Fort Lauderdale

## VOLUNTEER TIMESHEET

The Neighbor Volunteer office tracks every volunteer hour whether submitted by a volunteer or a project coordinator. Accurate records allow us to write letters or recommendation, help secure grants and funding where match is required, and illustrate the success of the program. Thank you for tracking and reporting your hours!

<i>Volunteer Name:</i> _____	<i>Time period reported:</i> _____
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<i>Project Name</i>	<i>Date Worked</i>	<i>Hours Completed</i>	<i>Are you working on required hours?</i>	<i>Outcomes: # of trees planted/ people contacted</i>

Total Hours served: _____	Supervisor/staff Signature: _____
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Use additional sheets as necessary. Please return completed sheets to the Neighbor Volunteer Office via [NeighborVolunteerOffice@fortlauderdale.gov](mailto:NeighborVolunteerOffice@fortlauderdale.gov) or fax to 954.828.5074