

## VOLUNTEER LOG

*(Payroll will not issue a check from this log. You will not receive payment by recording hours on this form.)*

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

<u>DATE</u>	<u># OF HOURS</u>
<b>Subtotal</b>	

<u>DATE</u>	<u># OF HOURS</u>
<b>Subtotal</b>	

<u>DATE</u>	<u># OF HOURS</u>
<b>Subtotal</b>	

TOTAL HOURS \_\_\_\_\_ X Dept of L&I Rate \_\_\_\_\_ = Owed to Dept of L&I \$ \_\_\_\_\_

Charge to \_\_\_\_\_  
Budget Code

\_\_\_\_\_  
 Volunteer Signature

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date Signed

**Payroll Use Only**  
 Date Rec'd      Qtr Rpt'd

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