

**VOLUNTEER RECORDKEEPING FORM:**

**PRINT** First and Last Name of Volunteer: \_\_\_\_\_

Date of Volunteering: \_\_\_\_\_ Total Hours of Volunteering: \_\_\_\_\_

Description of Volunteering Activity/Task:  
\_\_\_\_\_

**PRINT** Name of Activity Leader: \_\_\_\_\_ Phone # of Activity Leader: \_\_\_\_\_

Received / Approved by: (Circle One)      Diane Davis      Jody Glocke      Benita Cathcart

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