Chair: _____
Months:_____ Year _____

Volunteer Hours (Individual Report)

Date	Activity	Time Worked	Time Traveled	Area

Total Hours Worked _____
Total Hours Travel _____
Total Hours Volunteered _____

AREA CODES:
A= Administration
E = Education
M = Membership
L = Library
P = Publications
S = Special Committees
O = Other

You may wish to use a tally system for time (e.g. one line represents 15 minutes) and count up time later. Hours need to be turned in regularly, but definitely at the end of the fiscal year (June 30).