Penn-Mar Human Services – Volunteer Monthly Time Sheet

Department_____

Volunteer Name_____

Supervisor/Coordinator_____

Email:_____

Phone: _____

Return to:

Stephanie Hughes
Penn-Mar Human Services
310 Old Freeland Road Freeland MD 21053
Fax 410-343-1770 or Email shughes@penn-mar.org

	DATE	DEPARTMENT	HOURS
Example	03-03-09	Black Tie	4
	04-01-09	Irish Festival	2
TOTAL VOLUNTEER HOURS			6

DATE	DEPARTMENT	HOURS

DATE	DEPARTMENT	HOURS
TOTAL VOLUNTEER HOURS		

Please note: For insurance purposes and record keeping a completed timesheet is required.
Thank you for submitting your completed timesheet by the 5th of the month. Time may also be submitted
If you have questions about volunteer timecard please contact Becky Stauffer bstauffer@penn-mar.org or 717-235-8068x244

Signature of Volunteer:

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