

BREC VOLUNTEER TIME SHEET

FILL OUT COMPLETELY TO RECEIVE PROPER CREDIT

NAME _____

MONTH _____

DEPARTMENT _____

DATE ASSIGNED (IF NEW) _____

ASSIGNMENT _____

DATE TERMINATED (IF THIS MONTH) _____

SUPERVISOR _____

DATE + HOURS WORKED

Total your hours each day and summarize at the bottom

Date	Time In	Time Out	Total Hours Worked	Date	Time In	Time Out	Total Hours Worked
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
				31			

TOTAL HOURS WORKED THIS MONTH _____

VOLUNTEER SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

Please keep accurate records of your time, and return completed and signed timesheets to the Communications Department at BREC's Administrative Offices.

THANK YOU FOR YOUR GENEROUS COMMITMENT OF TIME + TALENT TO BREC

