VOLUNTEER HOUR LOG

A sign-in sheet for volunteer hours at your event.

Volunteers sign in when they arrive and out when they leave, including setup and teardown. After the event, have your host or Spark Gears mentor sign the bottom, then email a photo of the sheet to **sparkgearsinitiative@gmail.com**. We'll verify the hours within a week.

Team name and number	Event date
Event name and location	Event type

#	Volunteer name	Role	Time in	Time out	Hours	Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
				Total		

Verified by (host or mentor)	Signature	Date

Round to the nearest quarter hour. If someone forgot to sign out, use the event's end time and note it in the Initials column.