County of San Diego
Department of Parks and Recreation
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San Diego, CA 92123
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ParksVolunteer@sdcounty.ca.gov
www.SDParks.org

VOLUNTEER TIME SHEET FY 22/23

Please ensure your timesheet is complete and submitted to your site supervisor by the 2nd of each month.

VOLUNTEER NAME *(required)*	VOLUNTEER WORK SITE *(required)*	TOTAL VOLUNTEER HOURS
DATES COVERED *(required)*	VOLUNTEER ASSIGNMENT TITLE	

DATE AND HOURS WORKED

Record your monthly volunteer hours, rounding up to the nearest half-hour. Feel free to share any comments about your work, including accomplishments, duties performed, or questions. Timesheets are signed by both volunteer and supervisor/timekeeper.

DATE *mm/dd/yy*	HOURS WORKED	COMMENTS	DATE *mm/dd/yy*	HOURS WORKED	COMMENTS
5/27/2023	5	Welcomed guests at the nature center			

I certify the above hours are accurate.		I approve the hours identified above.	
VOLUNTEER'S SIGNATURE	DATE	**SUPERVISOR/TIMEKEEPER SIGNATURE**	DATE