



**County of San Diego**  
**Department of Parks and Recreation**  
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 www.SDParks.org

# VOLUNTEER TIME SHEET FY 23/24

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

<b>VOLUNTEER NAME</b> <i>(required)</i>	<b>VOLUNTEER WORK SITE</b> <i>(required)</i>	<b>TOTAL VOLUNTEER HOURS</b>
<b>DATES COVERED</b> <i>(required)</i>	<b>VOLUNTEER ASSIGNMENT TITLE</b>	

## 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 <i>mm/dd/yy</i>	HOURS WORKED	TASK COMPLETED OR COMMENTS	DATE <i>mm/dd/yy</i>	HOURS WORKED	TASK COMPLETED OR COMMENTS

I certify the above hours are accurate.	I approve the hours identified above.
<b>VOLUNTEER'S SIGNATURE</b> <span style="float: right;">DATE</span>	<b>SUPERVISOR/TIMEKEEPER SIGNATURE</b> <span style="float: right;">DATE</span>