



Revised: 202010

City of North Little Rock
 Mayor's Office of Volunteer Service

Volunteer Time Sheet

Volunteer should record their time to the nearest half-hour, in the block representing the day worked. The total hours worked should be provided to your job supervisor and the Mayor's Office of Volunteer Service by the fifth of each month. The lower chart is to record the volunteer's mileage to and from work.

Volunteer's Name (print) _____

Year: 20 _____

Work Station: _____

Hours Worked: _____

Miles Traveled: _____

Chart of Hours Worked

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total					
Jan																																					
Feb																																					
Mar																																					
Apr																																					
May																																					
Jun																																					
Jul																																					
Aug																																					
Sep																																					
Oct																																					
Nov																																					
Dec																																					

Chart of Miles Travelled

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

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