



Revised: 202010

City of North Little Rock
Mayor's Volunteer Services

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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