# Volunteer Hour Tracking Sheet

*This document serves as a log sheet for tracking the hours contributed by volunteers. It is used for monitoring total hours volunteered, validating participation, and recognizing contributors. Organizations can use this data for reporting purposes, grant applications, or awards.*

## Volunteer Information

* **Name:** {volunteerName}
* **Email:** {email}
* **Phone Number:** {phone}
* **Organization/Program:** {organization}

## Tracking Period

* **Start Date:** {startDate}
* **End Date:** {endDate}

## Volunteer Hours Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Activity Description** | **Location** | **Hours Contributed** | **Supervisor Name** |
| {#entries}{date} | {activity} | {location} | {hours} | {supervisorName}{/entries} |

## Total Hours

**Total Volunteer Hours Recorded:** {totalHours}

## Additional Notes

{additionalNotes}

{#hasAcknowledgement}

## Supervisor Acknowledgement

I, {acknowledgedBy}, confirm that the hours recorded above were completed under my supervision and are accurate to the best of my knowledge.

**Title:** {acknowledgerTitle}

**Date:** {acknowledgementDate}

{/hasAcknowledgement}

{^hasAcknowledgement}

## Supervisor Acknowledgement

*No supervisor acknowledgement available at this time.*

{/hasAcknowledgement}