



# Community Service Tracking Sheet

Volunteers who wish to track their community service hours should use this timesheet. **These hours are official only after this page has been stamped, signed, and scanned by a member of the Volunteer Program Staff of Bread for the City.** Volunteers using a timesheet should still sign in by text or on the physical volunteer log. Bread for the City is not responsible for lost, damaged, or misplaced timesheets.

<b>Volunteer Name</b>	<b>Hours Goal</b>	<b>Deadline</b>	<b>Hours Completed to Date</b>

<b>Date</b>	<b>Arrival</b>	<b>Departure</b>	<b>Service Area</b>	<b>Printed Name of Activity Supervisor</b>	<b>BFC Staff Signature</b>

**VOLUNTEER PROGRAM STAFF USE ONLY**

*Please remember to stamp sheet to make these hours official. Scan and upload this page to Salesforce upon completion.*

<b>Date</b>	<b>Hours Completed</b>	<b>Reviewed By (printed name)</b>	<b>Signature</b>