

Volunteer Hours Log

Organization: _____ Reporting period: _____ Program: _____

Date	Volunteer	Program or grant	Task or role	Start	End	Break (min)	Hours	Approved by	Notes
2026-09-05	Alex Morgan	Food bank	Sorting donations	9:00	13:00	15	3.75	J. Lee	
2026-09-05	Sam Rivera	Food bank	Distribution desk	10:00	14:30	30	4.00	J. Lee	
2026-09-08	Priya Shah	Youth mentoring	Mentor	16:00	18:00	0	2.00		
Total hours									

One row per volunteer shift. Hours are calculated from start, end, and break; with no start and end times, type the hours straight into the Hours cell. Pick the program from the list so the hours by program add up.

Summary	
Total hours	
Approved hours	
Hours awaiting approval	
Volunteers	

Hours by program or grant	Hours	Share
Other or unlisted programs		

I confirm that the hours above were given as volunteer time to the programs listed and were checked against the sign-in records for the period.

Prepared by (coordinator), signature and date

Approved by (name and title), signature and date

This template is a general record of volunteer time, not legal, tax, accounting, or grant-compliance advice. Check what your funder or donor asks for.

