**Weekly Times and Task Log**

**Volunteer’s name:**

Date:       Brief description of tasks performed this day:

Start time:        a.m. or p.m.

Finish time:        a.m. or p.m.

Start time:        a.m. or p.m.

Finish time:        a.m. or p.m.

You may include meals or breaks in your time worked only if you were networking or discussing job or career issues.Be sure to include such in your task description above.

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Volunteer’s Name:

Date:

Total hours for the week:

Running total of hours worked:

Signature of Supervisor:

Date signed: