



VOLUNTEER TIME LOG FOR ONE-TIME VOLUNTEERS

Service Member: _____ Service Site: _____ State: _____

#	Volunteer Name	Date	Hours	Activity or project description
<i>e.g.</i>	<i>Bob Potatohead</i>	<i>9/3/12</i>	<i>2.75</i>	<i>Assisting with family cooking night with Chef Maria, interpretation</i>
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What is the purpose of this form?

FoodCorps keeps track of and reports on the number of volunteers engaged with FoodCorps sites and the amount of time they spent helping children grow up healthy through food and nutrition education, school gardens, and healthy food access.

When should I use this form?

FoodCorps service members must track their volunteers in some consistent way. If your Service Site has a volunteer time tracking system, then you are not required to use a FoodCorps-provided form. If your Service Site does not have a volunteer time tracking system, you should use this Volunteer Time Log for One-time Volunteers or the Volunteer Time Log for Repeat Volunteers. Have volunteers sign in at the beginning and log hours at the end of their volunteer session.

How do I use this form?

Each volunteer goes on her/his own row. Each time you have an event or project with volunteers, include the date, total number of volunteer hours (to the nearest 0.25 hour) and a brief description of the volunteer activity. If the same person volunteers multiple times, you will need make sure you don't count this person as two separate volunteers on your Weekly Reporting & Reflection Log. You can create a spreadsheet to track total time per volunteer to help you avoid this task.

What if I need more copies of this sheet?

You can make photocopies of this page. You can also download an electronic copy of this form from the online Service Tools folder. You can also modify this form into a master Volunteer Tracking Excel spreadsheet where you aggregate your volunteers' hours from multiple paper logs.

What should I do with the completed logs?

Keep completed logs in a safe place, since it represents evidence of your volunteer engagement. While unlikely, you could be asked to show these records to verify that you have reliably been keeping valid records of volunteer time.