

# Employee Volunteer Hours Record Form

This **employee volunteer hours record form** sample provides a structured template to accurately track and document volunteer time. It enhances organizational accountability by maintaining detailed records of employee contributions. Utilizing this form simplifies the management of volunteer programs and supports community engagement initiatives.

Employee Name:

Employee ID (if applicable):

Department:

Volunteer Organization:

Supervisor Name (at organization):

## Volunteer Hours Log

Date	Start Time	End Time	Total Hours	Activity Description	Supervisor Initials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Signature:

Date:

HR/Manager Approval:

Approval Date: