

# School Volunteer Attendance Record Form

This **volunteer attendance record form** sample for school helps track the participation and hours contributed by volunteers efficiently.

It ensures accurate documentation for school events and activities, promoting organized volunteer management. Easily customizable, this form supports maintaining detailed attendance logs for future reference and reporting.

Event/Activity Name:

Date:

Supervisor/Coordinator:

| No. | Volunteer Name | Contact Info | Time In | Time Out | Total Hours | Signature |
|-----|----------------|--------------|---------|----------|-------------|-----------|
| 1   |                |              |         |          |             |           |
| 2   |                |              |         |          |             |           |
| 3   |                |              |         |          |             |           |

Notes/Comments: