

## Sample Volunteer Log - Individual

**Volunteer Name:** Vicky Volunteer

<b>Date</b>	<b>Activities</b>	<b>Hours</b>	<b>Authorized Staff Member Signature</b>
12/6/21	Inventory and organize donations for shelter	2.0	<i>Sally Supervisor</i>
12/8/21	Answer 24-hour crisis hotline calls	1.0	<i>Billy Boss</i>
12/12/21	Update victim-related organization educational materials	2.5	<i>Billy Boss</i>
1/5/22	Facilitate support group for domestic violence victims	0.5	<i>Sally Supervisor</i>
2/3/22	Inventory and organize donations for shelter	1.5	<i>Billy Boss</i>
2/9/22	Answer 24-hour crisis hotline calls	1.0	<i>Billy Boss</i>

**Total Hours:** 8.5

**Volunteer Signature:** *Vicky Volunteer*

**Date:** 2/28/22

### Sample Volunteer Log – Multiple Volunteers

<b>Date</b>	<b>Volunteer Name</b>	<b>Activities</b>	<b>Hours</b>	<b>Volunteer Signature</b>	<b>Authorized Staff Member Signature</b>
12/6/21	Vicky Volunteer	Answer 24-hour crisis hotline calls	1.0	<i>Vicky Volunteer</i>	<i>Sally Supervisor</i>
12/6/21	Howard Helper	Update victim-related organization educational materials	2.5	<i>Howard Helper</i>	<i>Sally Supervisor</i>
12/8/21	Abby Assistant	Record training videos for new victim-serving staff	3.0	<i>Abby Assistant</i>	<i>Billy Boss</i>
12/10/21	Abby Assistant	Answer 24-hour crisis hotline calls	0.5	<i>Abby Assistant</i>	<i>Sally Supervisor</i>
12/10/21	Vicky Volunteer	Answer 24-hour crisis hotline calls	1.0	<i>Vicky Volunteer</i>	<i>Billy Boss</i>
1/5/22	Howard Helper	Facilitate support group for domestic violence victims	1.0	<i>Howard Helper</i>	<i>Sally Supervisor</i>
1/6/22	Vicky Volunteer	Answer 24-hour crisis hotline calls	2.0	<i>Vicky Volunteer</i>	<i>Sally Supervisor</i>
2/1/22	Howard Helper	Inventory and organize donations for shelter	1.5	<i>Howard Helper</i>	<i>Sally Supervisor</i>
2/5/22	Howard Helper	Update victim-related organization educational materials	1.5	<i>Howard Helper</i>	<i>Billy Boss</i>
2/5/22	Abby Assistant	Record training videos for new victim-serving staff	3.0	<i>Abby Assistant</i>	<i>Billy Boss</i>

**Total Hours: 17.0**