



# VOLUNTEER Monthly Time Sheet

Please PRINT clearly

Name: \_\_\_\_\_

**LIBRARY OR DEPARTMENT:**

- Battle Ground
- Cascade Park
- Goldendale
- La Center
- North Bonneville
- Ridgefield
- Stevenson
- Three Creeks
- Vancouver – Department \_\_\_\_\_
- Vancouver Mall Library
- Washougal
- White Salmon
- Woodland
- Yacolt Library Express
- Yale
- Operations Center
- Off-site (Outreach/Literacy/ECC)  
Community/town served \_\_\_\_\_

**TYPE OF PROJECT:**

- Book sale assistance
- Book sale prep
- Book store assistance
- Citizenship class facilitator
- Clerical/office assistance
- Conversation Circle-ESL kid's activities assistance
- Conversation Circle facilitator  
(English) (French) (Spanish) (Chinese) (ASL)
- Craft preparation (usually for a program)
- Job or computer lab assistance
- Library Ambassador
- Program facilitator/assistance
- Read to the Dogs
- Reading Buddies
- Special event/fundraiser \_\_\_\_\_
- Summer Reading assistance
- Teen Council member
- Tidying/cleaning books
- Other \_\_\_\_\_

**Are you a Friends of the Library member?**

no  yes For which library? \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Date worked	Time In	Time Out	Total Hrs
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

Total

**Questions? Email [volunteer@fvrl.org](mailto:volunteer@fvrl.org) or call 360-906-5075**

Please record the time and hours that you volunteer. Library staff will send this form to the district volunteer office at the end of each month. Thanks!

Off-site volunteers should mail or drop off their timesheets once a month to their home library or to the Operations Center Volunteer Office at 1007 E Mill Plain Blvd, Vancouver WA 98663. Thank you!

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Supervisor/verification signature

\_\_\_\_\_  
Comments (optional)