



BREC Volunteer Time Sheet

Fill out completely to receive proper credit.

Name _____
Department _____
Assignment _____
Supervisor _____

Month _____
Date Assigned (if new) _____
Date Terminated (if this month) _____

Date and Hours Worked

(Total your hours each day and summarize at the bottom)

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

TOTAL HOURS WORKED THIS MONTH _____

Volunteer Signature _____

Date _____

Supervisor Signature _____

Date _____

Please keep accurate records of your time, and return completed and signed timesheets to the Communications Department at BREC's Administrative Offices.

Thank you for your generous commitment of time and talent to BREC.