Silver Cord Documentation of Hours

Service Site: _____

When volunteering at a site multiple times, please list each day worked at this specific job/place, the time you worked that day and the total number of hours for each day. Your volunteer activity must be preapproved first!   At the end of the project (or semester), have your total hours verified and submit this form along with the Verification/Reflection form. This form should be used for any volunteering that spans more than a weekend.

Date	Time		Daily Hours
	From	To	
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____
_____	_____ -	_____	_____

Total hours :   _____

Submit this form along with your Verification/Refection form by the end of each semester.
A signature on this form is NOT verification.