



## Individual Time Sheet - Volunteer Time Record

**Volunteer Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

Please record your hours, save them, rename the file with your name, quarter, and year.  
 Send your form to Jan Curry, Jackson Bottom Wetlands Preserve, 2600 SW Hillsboro Hwy, Hillsboro, OR 97123  
 or attach your file and send by e-mail to [janc@ci.hillsboro.or.us](mailto:janc@ci.hillsboro.or.us).  
 Submit your timesheet during the last week of each quarter, i.e. at the end of March, June, September, and December.  
 Thank you for all your work!

Date	Project/Activity	Hours	In kind mileage, supplies, services
<b>Total Hrs.</b>			