WESTCHESTER ELEMENTARY VOLUNTEER

ATTENDANCE & ACTIVITY LOG 2017-2018

*When serving at school, it is preferred that you use the STAR database to log in and out. Please use this sheet to record your volunteer service hours done at home or away from school **ONLY**. When using this log, all service hours must be recorded as individual days.*

REMINDER TO SCHOOL VOLUNTEER LIAISONS: *Please remember to log the hours on this form into the STAR database as only hours logged into the STAR database will be used for awards and recognition.*

NAME _____ **PHONE** _____
Legal Last Name , Legal First Name

E-MAIL _____ **CHILD & TEACHER:** _____

ADDRESS _____
Street Apt. # City Zip

EMERGENCY CONTACT: _____
First & Last Name *Phone Number*

	VOLUNTEER ASSIGNMENT				
DATE	**TEACHER**	**PROGRAM/ACTIVITY**	**START TIME**	**END TIME**	**TOTAL SERVICE TIME**
		Sub Total for front side of page			
		Total Time (including time for back side)			

Volunteer Signature: _____ Date: _____

School Volunteer Liaison Signature: _____ Date: _____

WESTCHESTER ELEMENTARY VOLUNTEER

ATTENDANCE & ACTIVITY LOG 2017-2018

NAME _____ **PHONE** _____

Legal Last Name , Legal First Name

E-MAIL _____ **CHILD & TEACHER:** _____

	VOLUNTEER ASSIGNMENT				
DATE	**TEACHER**	**PROGRAM/ACTIVITY**	**START TIME**	**END TIME**	**TOTAL SERVICE TIME**
		Sub Total for back side of page			

Volunteer Signature: _____ Date: _____

School Volunteer Liaison Signature: _____ Date: _____