

Group Volunteer Sign-In Sheet

*Have all member of your group signed an information form

Month and Year	

Ministry/Location: _____

Dear Volunteers: Thank you for being here. If you could <u>please print your name</u>, <u>the time you arrive</u>, <u>the time you leave</u>, <u>the amount of time you were here</u>, <u>rounded to the nearest quarter hour</u>, and <u>the job you completed</u>, it would be greatly appreciated!

Date	Group Name PLEASE PRINT LEGIBLY	Individual Name PLEASE PRINT LEGIBLY	Description of Volunteer Work	Time In	Time Out	Total Number of Hours