



## Volunteer Hours Report Form

Volunteers are required to report hours by the fifth day of each month. Please fill out the chart below and submit to the Parks and Recreation Department by mail, fax, email or on our website at [www.newbraunfels.gov](http://www.newbraunfels.gov)

Individual Volunteer/Organization Name: \_\_\_\_\_

**Project Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Adopt-A-Park</b>  | <input type="checkbox"/> <b>Park/river Clean-up</b>              |
| <input type="checkbox"/> <b>Invasive Species Removal</b>  | <input type="checkbox"/> <b>Litter Removal</b>                   |
| <input type="checkbox"/> <b>Mulching</b>  | <input type="checkbox"/> <b>Special Events (<i>seasonal</i>)</b> |
| <input type="checkbox"/> <b>Trail Maintenance</b>   |  |
| <input type="checkbox"/> <b>Park Conservation (<i>planting/caring for trees and plants</i>)</b> |  |
| <input type="checkbox"/> <b>Other (specify):</b> _____  |  |

Volunteer Hours Tracking Chart			
Date	# Volunteers Present	# Hours Worked	Total Hours Worked per Week ( <i>multiply # volunteers by # hours</i> )
Park/Site:			Monthly Total: ( <i>add column vertically</i> )

Tasks completed:

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Notes/Comments:

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Printed Name

Signature

Date