

# Volunteer Hours Log

Patrickside Homeless Shelter

**Volunteer Name:** John Doe  
**Position/Role:** Event Coordinator Volunteer  
**Organization:** Patrickside Homeless Shelter  
**Service Period:** 01/20/2025 to 08/18/2025  
**Organization Contact:** Stephanie Gibbs, Operations Manager

Date	Hours	Activity Description
01/29/2025	5.1	Facilitated group activities and sessions
02/02/2025	5.0	Assisted with data entry and record keeping
02/05/2025	5.8	Participated in community cleanup and maintenance
02/05/2025	3.2	Assisted with newsletter preparation and distribution
02/07/2025	3.4	Assisted with food distribution to local families
02/16/2025	5.6	Led educational workshops for participants
02/18/2025	7.5	Organized donation sorting and inventory management
03/06/2025	4.8	Provided administrative support for community programs
03/10/2025	2.4	Provided administrative support for community programs
03/11/2025	6.0	Assisted with client intake and registration
03/19/2025	6.4	Facilitated group activities and sessions
03/24/2025	3.5	Assisted with food distribution to local families
04/18/2025	2.1	Prepared materials for program activities
04/30/2025	3.4	Helped with special event planning and execution
05/06/2025	4.1	Coordinated volunteer schedules and event logistics
05/28/2025	2.8	Assisted with newsletter preparation and distribution
07/15/2025	3.5	Assisted with newsletter preparation and distribution
07/28/2025	6.5	Helped with facility setup and breakdown
07/31/2025	3.5	Assisted with client intake and registration
08/07/2025	5.0	Helped with transportation coordination
<b>TOTAL</b>	<b>89.6</b>	<b>Total volunteer hours served</b>

**Summary:**

This timesheet documents 20 volunteer sessions totaling **89.6 hours** of service performed by John Doe at Patrickside Homeless Shelter from January 20, 2025 to August 18, 2025.

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Volunteer Signature  
John Doe

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Supervisor Signature  
Stephanie Gibbs, Operations Manager

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Patrickside Homeless Shelter  
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