

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
TOTAL	89.6	Total volunteer hours served

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.

Volunteer Signature
John Doe

Supervisor Signature
Stephanie Gibbs, Operations Manager

Patrickside Homeless Shelter

62860 Burch Garden, New Bethany, AZ 05500

Phone: 337-292-4467x840 | Email: williamshunter@stephens.net