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| --- |
| Volunteer Timesheet |
|  |  |  |  |  |  |  |  |  |  |
| **Name:** | [Name of the Person] | **Month:** | [Mention the Month] |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   | **DATE** | **DEPARTMENT** | **JOB ASSIGNMENT** | **TIME** | **TOTAL HOURS PER JOB** |
| **IN** | **OUT** |
| 1 | 03-02-20 | Sales | Calling Customers | 7:30 AM | 8:30 AM | 1:00 |
| 2 | 04-02-20 | Marketing | Analysis Trends | 4:30 PM | 5:45 PM | 1:15 |
| 3 | 05-02-20 | Marketing | Pricing Strategies | 6:00 PM | 7:00 PM | 1:00 |
| 4 | 06-02-20 | Sales | Customer Service | 3:00 PM | 4:30 PM | 1:30 |
| 5 | 07-02-20 | Sales | Financial Strategy | 5:00 PM | 6:00 PM | 1:00 |
| 6 | 08-02-20 | Sales | Research and Analysis | 7:30 AM | 8:30 AM | 1:00 |
| 7 | 09-02-20 | Marketing | Data Tracking, Planning | 4:30 PM | 5:45 PM | 1:15 |
| 8 | 10-02-20 | Marketing | Leadership | 6:00 PM | 7:00 PM | 1:00 |
| 9 | 11-02-20 | Sales | Client Relationships | 3:00 PM | 4:30 PM | 1:30 |
| 10 | 12-02-20 | Sales | Tracks Sales Data | 5:00 PM | 6:00 PM | 1:00 |
|   |   |   |   |   |   |   |
|  |  |  |  | **TOTAL HOURS** | 11:30 |
| Thank You ! |
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