

**SAN ANTONIO PUBLIC LIBRARY
Volunteer Time Sheet**

Branch/Unit _____ Cody _____ Supervisor Ashley Frost

MONTH March YEAR 2024

Name Haritha Sadhishkumar Start Date _____ Completion Date _____

(For Community Service only)	Total hrs to complete	
	Hours from previous month	
	Hours completed this month	
(For Community Service only)	Balance of hours remaining	
	Unscheduled Absences	1 2 3

Schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Please use black or blue ink only.

Mark IN and OUT time to the nearest quarter hour. (Ex: 1 hr 15 min=1.25; 1 hr 30 min=1.5; 1 hr 35 min=1.5; 1 hr 40 min=1.75)

Date	IN	OUT	# Hrs	Work completed	Date	IN	OUT	# Hrs	Work completed
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11	4:00	7:40	3.75	Pulling of Book / High School Club	27				
12	4:00	6:30	2.5	HS program "	28				
13					29				
14	4:07	6:00	2	Volunteering	30				
15	1:00	6:00	5		31				
16									
								Total hours for month	13.25

Volunteer and supervisor should sign time sheet verifying hours worked.

Signature

Supervisor Signature

**SAN ANTONIO PUBLIC LIBRARY
Volunteer Time Sheet**

Branch/Unit Cody Supervisor Ashley Frost

MONTH July YEAR 2024

Name Haritha Sathishkumar Start Date _____ Completion Date _____

(For Community Service only)	Total hrs to complete	
	Hours from previous month	
	Hours completed this month	
(For Community Service only)	Balance of hours remaining	
	Unscheduled Absences	1 2 3

Schedule:

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Please use black or blue ink only.

Mark IN and OUT time to the nearest quarter hour. (Ex: 1 hr 15 min=1.25; 1 hr 30 min=1.5; 1 hr 35 min=1.5; 1 hr 40 min=1.75)

Date	IN	OUT	# Hrs	Work completed	Date	IN	OUT	# Hrs	Work completed	
1	11:30	1:10	1.66		17					
2	4:00	7:43	3.75		18					
3	9:15	1:20	4.25		19					
4					20					
5					21					
6					22	11:00 15:32	1:05 7:30	4		
7					23	9:13	12:35	2.75		
8	11:30	1:14	1.75		24					
9	9:35	1:06	3.5		25					
10					26					
11	11:58	2:05	2.66		27					
12					28					
13					29					
14					30					
15	11:40	1:10	2.5		31					
16	9:40	1:14	3.75							
									Total hours for month	30.6

Volunteer and supervisor should sign time sheet verifying hours worked.

Signature _____



 Supervisor Signature