Sparks Elementary Volunteer Log

~ Every hour counts! ~

This log is to be used to keep track of volunteer hours not entered on Lobby Computer. When volunteering at school, please utilize the computer to sign in and out. This will create a name tag for you to wear in the building and it will help the staff know who is in the building in times of emergency. If you forget, you can use this log as a back up. Also, if you are doing volunteer work from home, i.e. baking, making calls, etc… Please use this log to keep track of your hours. I will be collecting them each quarter to tally our volunteer hours. Thank you for all you do!

VOLUNTEER NAME _____

Date	Volunteer Purpose	Hours

Turn this in each quarter to the PTA Mailbox in the office or submit electronically through the Sparks PTA website www.sparkspta.org.