

# Volunteer Hours Log

Patrickside Homeless Shelter

**Volunteer Name:** John Doe  
**Position/Role:** Event Coordinator Volunteer  
**Organization:** Patrickside Homeless Shelter  
**Service Period:** 12/07/2025 to 06/15/2026  
**Organization Contact:** Stephanie Gibbs, Operations Manager

Date	Hours	Activity Description
12/07/2025	5.1	Facilitated group activities and sessions
12/11/2025	5	Assisted with data entry and record keeping
12/14/2025	5.8	Participated in community cleanup and maintenance
12/14/2025	3.2	Assisted with newsletter preparation and distribution
12/16/2025	3.4	Assisted with food distribution to local families
12/25/2025	5.6	Led educational workshops for participants
12/27/2025	7.5	Organized donation sorting and inventory management
01/12/2026	4.8	Provided administrative support for community programs
01/16/2026	2.4	Provided administrative support for community programs
01/17/2026	6	Assisted with client intake and registration
01/25/2026	6.4	Facilitated group activities and sessions
01/30/2026	3.5	Assisted with food distribution to local families
02/24/2026	2.1	Prepared materials for program activities
03/08/2026	3.4	Helped with special event planning and execution
03/14/2026	4.1	Coordinated volunteer schedules and event logistics
04/05/2026	2.8	Assisted with newsletter preparation and distribution
05/23/2026	3.5	Assisted with newsletter preparation and distribution
06/05/2026	6.5	Helped with facility setup and breakdown
06/08/2026	3.5	Assisted with client intake and registration
06/15/2026	5	Helped with transportation coordination

Date	Hours	Activity Description
<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 December 07, 2025 to June 15, 2026.

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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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