Lilburn Woman's Club

Volunteer Hours

Use this form to keep track of LWC volunteer hours. Print off **one sheet for each Department**; then **highlight or circle the appropriate Department**. Use additional forms as necessary. Submit the forms to the appropriate Department Chairman. (*Sorry, this form cannot be filled in and saved online.*)

OR

Use this form as a monthly record of **ALL** your LWC projects, indicating the Department in the appropriate column. Transfer each Department's hours to separate Department sheets (or plain paper) and submit to Department Chairman. All projects and hours should be submitted to individual Department s (e.g., Art projects/hours **ONLY** to Art Department, etc.)

Reports may be submitted quarterly, at 6 months, or at the end of reporting year (December 31.)

Name of Club Member: _____

Art = **A** Conservation = **C** Education = **E** Home Life = **H** International Affairs = **IA** Public Affairs = **PA**
Misc = **M** Leadership= **L.** ***Projects (Domestic Violence) that fall outside a Department may be recorded under **M**.

Date	Activity	$	Hours	Dept.	Location

Totals -- $s & Hours