

Volunteer Monthly Activity Log

Please record the number of hours each day you volunteer for Habitat for Humanity. This record is necessary for reporting each year to the Internal Revenue Service. The value of volunteer hours can make a significant difference in grant requests and can also affect insurance issues when working on site or in the office.

| | | | |
|-----------------|--|---------------------------|--|
| Name | | Committee or Group | |
| Street | | Fax Phone | |
| City Zip | | Day Phone | |
| Email | | Evening Phone | |
| Month | | Total Hours | |

| Day | Hours | Volunteer Activity | Day | Hours | Volunteer Activity |
|------------|--------------|---------------------------|------------|--------------|---------------------------|
| 1 | _____ | _____ | 16 | _____ | _____ |
| 2 | _____ | _____ | 17 | _____ | _____ |
| 3 | _____ | _____ | 18 | _____ | _____ |
| 4 | _____ | _____ | 19 | _____ | _____ |
| 5 | _____ | _____ | 20 | _____ | _____ |
| 6 | _____ | _____ | 21 | _____ | _____ |
| 7 | _____ | _____ | 22 | _____ | _____ |
| 8 | _____ | _____ | 23 | _____ | _____ |
| 9 | _____ | _____ | 24 | _____ | _____ |
| 10 | _____ | _____ | 25 | _____ | _____ |
| 11 | _____ | _____ | 26 | _____ | _____ |
| 12 | _____ | _____ | 27 | _____ | _____ |
| 13 | _____ | _____ | 28 | _____ | _____ |
| 14 | _____ | _____ | 29 | _____ | _____ |
| 15 | _____ | _____ | 30 | _____ | _____ |
| | | | 31 | _____ | _____ |

Please send completed form on the 1st day of the next month to Volunteer Department:
 Email: dlight@habitat-columbus.org, Fax: 614-753-4210 or
 By mail/in person: 3140 Westerville Rd, Columbus, OH 43224