

**Volunteer Time Recording**

Project:		Activity				
Site		Date				
Name	Email address	Newsletter signup Yes/No	Health Issues/Other	Time arrived	Time left	Time spent
<b>TOTAL:</b>						

This is an accurate record of volunteer contributions

**Signed:**

Note: Please add up the hours on your sheet and make sure the total is written in the bottom right corner of each sheet. These are the totals that are collated and all the sheets form part of our annual accounts for audit. Email to [accounts@tet.org.nz](mailto:accounts@tet.org.nz) They can be sent during the year, but before end June please.

