Volunteer Time Recording			
Project:			
Name			
Activity			
Date	**Start Time**	**End time**	**Total Time/notes**
TOTAL:			

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

They can be sent during the year, but before end June please.