

City of Florence Adopt-a-Park

Volunteer Hours Reporting Form

Volunteers are required to report hours by the 5th day of every month. Calculate, record, and report the total number of hours worked at each adopted site by filing in the chart below and submitting it to:

City of Florence Adopt-a-Park
Attn: Vevie McPherrren, Planning Administrative Assistant
 250 Hwy 101
 Florence, OR 97439
Email: vevie.mcpheerren@ci.florence.or.us
Fax: (541) 997-8237

Please note a form must be filled out for EACH volunteer. If not submitted by due date, it will be assumed no hours were worked for the previous month.

Date	Time started/ended	Project	Total Hours Worked

Park/Trail where work was completed: _____

Tasks Completed this month: _____

Areas needing attention by City staff: _____

Comments: _____

I, _____, have worked ___ total hours for the month of _____, 20___, at our adopted park.

Volunteer's Signature _____ Date _____
 Phone: _____

Parent's Signature (if under 18) _____ Date _____
 Phone: _____