

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: Randi Braaten, Administrative Assistant
250 Hwy 101
Florence, OR 97439
Email: Randi.Braaten@ci.florence.or.us
Telephone: (541) 997-4106
Fax: (541) 590-4017

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.

<i>Date</i>	<i>Time start/end</i>	<i>Project</i>	<i>Total Hours Worked</i>

Park/Trail where work was completed

Task 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 Signature Date

Phone _____

Parent's Signature (if under 18) Date

Phone _____