



City of Florence
A City in Motion

City of Florence Adopt-A-Street Program 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 filling in the chart below and submitting it to the following:

City of Florence Adopt-A-Street Program
 Attn: Randi Braaten
 250 Hwy 101, Florence, OR 97439
 Email: Randi.Braaten@ci.florence.or.us

Please note EACH volunteer must fill out this form. 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

Tasks completed this month: _____
 Areas needing attention by City staff: _____
 Comments: _____

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

 Volunteer's Signature
 Phone: _____

 Date

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