



**TIME LOG**

Time logs allow Lawton Public Library to track volunteer statistics. Volunteers complete the time log and return to their supervisor. Time logs are due at the same time as employee time cards.

TIME PERIOD: beginning \_\_\_/\_\_\_/\_\_\_ ending \_\_\_/\_\_\_/\_\_\_

Date		Time in / Time out	Total Time	Initials	Date		Time in / Time out	Total Time	Initials
	MON					MON			
	TUES					TUES			
	WED					WED			
	THUR					THUR			
	FRI					FRI			
	SAT					SAT			

Total Time Worked \_\_\_\_\_

Total Time Worked \_\_\_\_\_

Volunteer's Name (printed) \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_ Date: \_\_\_\_\_