Viking Volunteer Resource Center

Timesheet/Hours recorded on OrgSync due: **Monday, March 30th & Thursday, May 8th by 4:00 p.m.**

Volunteer Timesheet

**Student Information:**

Name: __________________________________________ ID # __________________________

Cell: __________________________________________ Home: _________________________

Club: (only one) _________________________________ Independent: __________

Timesheet Due Date: ____________________________

**Volunteer Terms and Conditions:** Please read and sign.

Volunteers *must* record all service hours on this timesheet and online at OrgSync.com. Service hours must be verified by providing a Supervisor’s Signature on the timesheet or by having Supervisor verify hours online via OrgSync. Timesheets not submitted by the deadline date will not be accepted. Hours not recorded online by deadline will not be accepted. Hours not verified online by Supervisor, by deadline date, will not be accepted. **ALL HOURS MUST BE RECORDED ONLINE. NO EXCEPTIONS.** The Volunteer Center has final approval on all hours submitted.

Sign below if you have read and AGREE to the terms and conditions stated above.

Signature: __________________________________________ Date: __________________

**Volunteer Organization Information:**

Please provide the following information for each organization you volunteer at. **Students MUST** provide the following information for each organization. Hours will be granted if the following information is missing or incomplete.

- Organization Name: ____________________________ Supervisor Name: ______________
  Address: ____________________________ Phone: _________________________
  Email: ________________________________

- Organization Name: ____________________________ Supervisor Name: ______________
  Address: ____________________________ Phone: _________________________
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Address: _________________________________________ Phone: _____________________
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Address: _________________________________________ Phone: _____________________
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VOLUNTEER TIMESHEET

IMPORTANT: **ALL VOLUNTEERS ARE REQUIRED TO SUBMIT A TIMESHEET, REGARDLESS IF HOURS ARE VERIFIED ONLINE (OrgSync) BY A SUPERVISOR. IF HOURS ARE VERIFIED ONLINE (OrgSync), PLEASE CHECK FAR RIGHT COLUMN (SEE BELOW). REMEMBER TO RECORD ALL SERVICE HOURS ONLINE AT WWW.ORGSYNC.COM.**

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<th>Date</th>
<th>Name of Organization</th>
<th>Description of Service (Required if hours were not verified on OrgSync).</th>
<th>Supervisor Signature</th>
<th>Check here if hours were verified on OrgSync by Supervisor (optional).</th>
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**TOTAL HOURS:**

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