



Volunteer TimeTracker

Report your volunteer time each month by sending the below information to Heather Jones via email. You need to report volunteer time no later than the 15th day of the following month after you volunteer. You earn an extra PTO day for every 32 hours that you volunteer up to 3 days per year. Your PTO account will be credited no later than the last day of the month in the month after you report the time.

What charity / organization did you volunteer with this month?

Please list all dates and hours worked below.

What was the location of the event or opportunity?

Who was the charity/organization representative?

Please describe your experience and the work you did.

Would you do it again? Why or Why not?