## VOLUNTEER ATTENDANCE LOG

When serving at school, it is preferred that you use the STAR database to log in and out. Please use this sheet to record your volunteer service hours done at home or away from school **ONLY**. When using this log, all service hours must be recorded as individual days.

**NAME** _____
Legal Last Name Legal First Name

**PHONE** _____ **E-MAIL** _____

**ADDRESS** _____
Street Apt. # City Zip

**SCHOOL** _____

| | VOLUNTEER ASSIGNMENT | | | | |
|---|---|---|---|---|---|
| **DATE** | **TEACHER** | **PROGRAM/ACTIVITY** | **START TIME** | **END TIME** | **TOTAL SERVICE TIME NOT LOGGED IN STAR SYSTEM** |
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| | | ***Total Time*** | | | |

Volunteer Signature: _____ Date: _____

School Volunteer Liaison Signature: _____ Date: _____

REMINDER TO SCHOOL VOLUNTEER LIAISONS: *Please remember to log the hours on this form into the STAR database as only hours logged into the STAR database will be used for awards and recognition.*