BLACK SWAMP BIRD OBSERVATORY

INDIVIDUAL VOLUNTEER TIMESHEET

(Please enter hours in quarter-hour increments: 1 hr = 1.0; 1 hour 15 minutes = 1.25;
1 hour 30 minutes = 1.5; 1 hour 45 mins = 1.75)

Time Period: July 1, 2016 to June 30, 20~~17~~

Volunteer Name: _____

Date	Location of Project or Event	Description of Work Done	Total Hours	(Admin Use Only) Project Category

Important Note: If you entered hours for a project on a Group Volunteer Timesheet, please **do not** also enter them on this Individual Volunteer Timesheet.

Entered in database by: _____ Date: _____