

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

Date: _____

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: _____