

**2016 – 2017 Individual Volunteer Hour Documentation**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (coordinator’s name) certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (volunteer name) has completed \_\_\_\_\_\_ (number of hours) hours of service to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (benefactor) through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (what they did: cleaning, cooking meals, etc.) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of service).

Should you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone) or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date



**2016 – 2017 Group Volunteer Hour Documentation**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (coordinator’s name) certify that the attached names (please attach) have completed a total of \_\_\_\_\_\_ (number of hours for all members) hours of service to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (benefactor) through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (what they did: cleaning, cooking meals, etc.) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of service).

Should you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone) or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date