**Volunteer Timesheet**

It is important that you record the hours you spend helping Birmingham Conservation Trust for several reasons:

* We need to keep proper records for administrative and insurance purposes
* This record demonstrates to funding bodies like Heritage Lottery Fund that we value the work you do for us.
* It means we can issue volunteer service badges!

Name:

Please complete the table below with the details of your volunteering. Please complete the sheet every month and leave it in the orange folder, please file it under your surname.

Month(s):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | date | hours | F of H | Tour guide | Conservation cleaning | Research | Other (please specify) |
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