**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.

Name:

Please complete the table below with the details of your volunteering. Please complete the sheet every month and leave it in the plastic wallet on the notice board.

Month:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | date | hours | F of H | Tour guide | Conservation cleaning | Research | Other (please specify) |
| Wed | 12/11/16 | 4 |  | √ |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |