|  |  |  |
| --- | --- | --- |
| **Date** | **Hours** | **Duties Performed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Hours:\_\_\_\_\_ Staff/Leadership Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**