Time Tracking Sheet

Please fill out and return to Millard PTA

The purpose of tracking volunteer time is for submission of grant requests. We may qualify to receive funding based on number of volunteer hours provided to our school. This form is to provide a tracking system for all projects and tasks worked on for Millard while off campus (projects done at home or other off-site locations, not signed in to the volunteer sheet in the school's Main Office). Thank you for helping us track this information. ***You may complete this form either by project, or monthly for many projects.***

(Use the tab key to enter data, not the return key)

Name: **Total Volunteer Time:**

Date	**Project**	**Amount of time**	**Requested by** (teacher/office)

Please return all completed forms to the PTA Box in school office.

The PTA Historian will count volunteer hours for all school projects