CITY OF ORLANDO

VOLUNTEER PROGRAM

CITIZEN TIME SHEET

THANK YOU for volunteering!
YOUR time is VALUABLE!
Please take a moment to record your hours.

Name	Address	City and Zip Code
Phone Number	Department	Bureau

Date	Task Assigned	Time In	Time Out	# of Hours
			Total Hours	

Supervisor's Name: _____

Supervisor's Signature: _____

Please return to your supervisor by the first week of the next month to receive volunteer credit. All supervisors will submit citizen time sheet within two weeks of the end of each quarter to: **Traci D. Blue, Volunteer Program Manager**, City of Orlando Office of Neighborhood & Community Affairs, 400 S. Orange Avenue, Orlando, FL 32801.
Telephone: 407-246-2842 Fax: 407-246-3508 E-mail: traci.blue@cityoforlando.net