

Sample Work Site Sign-in / Sign-out Record

Event Name _____
 Work Site / Location _____
 Supervisor (Gvt.) _____

City / County _____
 Date _____
 Project _____

Please read before signing: I have received safety instructions for working at this site and agree to follow the safety procedures and the directions of the site supervisor.

Instructions: Please sign your name, times in and out, the type of work that you were engaged in (e.g. sandbagging, debris removal, distribution, donations) and any equipment that you provided (e.g. skid-steer, dump-truck, tractor-trailer)

	Volunteer Name	Time in	Time out	Time in	Time out	Total Hours	Type of Work	Equipment Used
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Total Hours _____