

COACHING & VOLUNTEER HOURS REPORT

Complete this sheet to record the service hours of both paid and volunteer staff. It is crucial for payroll processing, volunteer hour tracking, and ensuring compliance with organizational policies and tax reporting. No payments to paid staff can be made without proper hours reporting signed by supervisory staff.

First Name

Last Name

Last 3 SSN

Phone Number

Email Address

Date of Service	Type of Service Provided (Coaching Session, Training Workshop, Administrative Task, etc.)	Hours Worked

TO BE COMPLETED BY SUPERVISOR

LEAVE BLANK	Supervisor's Certification I certify that I have reviewed and verified the accuracy of the service hours reported above. I understand that for paid workers, forms must be submitted by the 10th of each month to be paid in the current month. Payments will be made on the 15th of each month.	Total Hours: <input type="text"/>
	_____	Pay Rate <input type="text"/>
	Supervisor's Signature	Date _____
		<input type="checkbox"/> Hourly <input type="checkbox"/> Instance