Briar Cliff UNIVERSITY
the catholic franciscan learning place

Volunteer Hours Log Template

Please use the following document to track and submit your volunteer hours logged each week/month/semester. In order to achieve, 100 hours of community service needed to graduate with a service cord we recommend volunteering a minimum of 25 hours each semester.

Date	Time In	Time Out	Activity	Total Hours	Charge r Initial

Total Hours _____ **Location/Site of Service_____**

Supervisor Name_____ Supervisor Signature_____

Volunteer's Name_____ Volunteer's Signature_____

Thank you for your integrity throughout this tracking process and for making time to build connections within our community through joyful service.