

# At-home Volunteer Service Hours Log

If you require signed hours verification, bring this completed form with you when dropping off your completed projects. Any Animal Refuge League of Greater Portland staff member can sign the service log for up to 10 hours each month.



To request an hours verification letter, please email a copy of this log and photos of your completed projects to [volunteer@arlgp.org](mailto:volunteer@arlgp.org). The Volunteer Management Team will email your hours verification letter within five days of receiving your request.

Name (First & Last): \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Would you like to receive our weekly electronic newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

| Packet Items        | Date | Time Spent | Please explain how you completed this project |
|---------------------|------|------------|-----------------------------------------------|
|                     |      |            |                                               |
|                     |      |            |                                               |
|                     |      |            |                                               |
| Donation Drive      |      |            |                                               |
| Other Project       |      |            |                                               |
| TOTAL HOURS SERVED: |      |            |                                               |

## ARLGP Staff Signoff

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_