Volunteer Sign On / Sign Off Registration Form

Co-ordinators are required to have all Council staff and volunteers sign this Register as they make themselves available for work *at an event or on site at a Council Facility*.

NAME OF EVENT/ACTIVITY:

_____

LOCATION / SITE: _____ **DATE:** _____

DEPARTMENT / COMMITTEE COORDINATING EVENT:

_____

Date	Name	Start Time	Finish Time	Total Hours	Description of Work	Signature of Staff / Volunteer

Coordinator Name: _____

Signature: _____ Date: _____