SECOND HARVEST VOLUNTEER TIMECARD

Do you need to verify your volunteer hours for school or work? *Please use the volunteer timecard to confirm your volunteer service by filling it out completely and having a Second Harvest Team Leader or staff person sign in the appropriate space.*

Unfortunately, we are not able to verify volunteer hours using 3rd party forms, systems or software. To learn more, please refer to our volunteer timekeeping policy at ***shfb.org/give-help/volunteer/faqs/*** *. If you have further questions, please contact us at* ***volunteerservices@shfb.org****.*

Please print	Last Name:	First Name:
	This form MUST be filled completely to be valid, and to be signed by an authorized Second Harvest representative.	

Month/Day/ Year	Time In	Time Out	Total Hours	Activity	Staff Signature