**[](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Monthly+Volunteer+Timesheet+doc+11550&lpa=Monthly+Volunteer+Timesheet+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)MONTHLY VOLUNTEER TIMESHEET TEMPLATE**

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| **VOLUNTEER NAME** |  | | **MONTH** |  | **HOURS REQUIRED** |  |
| **ADVISOR NAME** |  | | **YEAR** |  | **HOURS COMPLETED  AT START OF MONTH** |  |
| **ADVISOR PHONE** |  | | **DATE DUE** |  | **BALANCE OF HOURS DUE  AT START OF MONTH** |  |
|  |  |  |  |  |  |  |
| **DATE** | **ORGANIZATION** | **TASK DESCRIPTION** | | **HOURS** | **SUPERVISOR SIGNATURE** | |
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| **END OF MONTH SUMMARY** | | **TOTAL VOLUNTEER HOURS COMPLETED THIS MONTH** | |  | **BALANCE REMAINING** |  |
| **VOLUNTEER SIGNATURE** |  | | | **DATE** |  | |
| **ADVISOR SIGNATURE** |  | | | **DATE** |  | |

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