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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Volunteer Timesheet | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
| **Name:** | | [Name of the Person] | | | **Month:** | [Mention the Month] | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **DATE** | | **DEPARTMENT** | **JOB ASSIGNMENT** | | **TIME** | | **TOTAL HOURS PER JOB** | |
| **IN** | **OUT** |
| 1 | 03-02-20 | | Sales | Calling Customers | | 7:30 AM | 8:30 AM | 1:00 | |
| 2 | 04-02-20 | | Marketing | Analysis Trends | | 4:30 PM | 5:45 PM | 1:15 | |
| 3 | 05-02-20 | | Marketing | Pricing Strategies | | 6:00 PM | 7:00 PM | 1:00 | |
| 4 | 06-02-20 | | Sales | Customer Service | | 3:00 PM | 4:30 PM | 1:30 | |
| 5 | 07-02-20 | | Sales | Financial Strategy | | 5:00 PM | 6:00 PM | 1:00 | |
| 6 | 08-02-20 | | Sales | Research and Analysis | | 7:30 AM | 8:30 AM | 1:00 | |
| 7 | 09-02-20 | | Marketing | Data Tracking, Planning | | 4:30 PM | 5:45 PM | 1:15 | |
| 8 | 10-02-20 | | Marketing | Leadership | | 6:00 PM | 7:00 PM | 1:00 | |
| 9 | 11-02-20 | | Sales | Client Relationships | | 3:00 PM | 4:30 PM | 1:30 | |
| 10 | 12-02-20 | | Sales | Tracks Sales Data | | 5:00 PM | 6:00 PM | 1:00 | |
|  |  | |  |  | |  |  |  | |
|  |  | |  |  | | **TOTAL HOURS** | | 11:30 | |
| Thank You ! | | | | | | | | | |
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