



eliminating racism
empowering women
ywca

AGENCY Hour Report

Volunteer Station: _____

Month and Year: _____

Volunteer Sign-in <i>Please Print</i>	INSTRUCTION TO VOLUNTEERS: Please sign in once a month, then record your hours each time you serve in the spaces next to your name.										
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I verify the hours of volunteer service reported were provided to our agency.

Volunteer Supervisor Signature: _____

RSVP Staff Signature: _____

INSTRUCTION TO AGENCY: Please send the completed report to RSVP at the end of each month.

Fax: 309-662-4506

Email: kmccormick@ywcaclean.org

Mail: YWCA RSVP, 1201 N. Hershey Rd., Bloomington, IL 61704