STEP 8: HOUR LOG (ONLY IF NEEDED)

If you volunteer at a single location over multiple days, use this Hour Log to document the various hours you worked and what tasks you completed.

Date	Location and Task	Time In	Time Out	Total Time
Example: *9/15/any year*	*Oregon Food Bank- organized supplies on shelves.*	*3:00 PM*	*5:30 PM*	*2.5 hours*