

Friends of
Laurelwood Arboretum

Connecting People with Nature



Volunteer Timesheet

It is important to record all your volunteer hours. They are used to show the time and value of our volunteers' hours to the Township of Wayne and in grant applications. Your recorded hours include all of your volunteer work. This can include committee work, meetings, research, phone calls, emails, and the work you do at home and on-site. You should also include travel time to and from your volunteer activities.

If you are a Master Gardener and keeping a Master Gardener timesheet, you can simply photocopy it and highlight your Laurelwood hours.

Please **total** your hours and submit to the Knippenberg Center office in December either by email (info@laurelwoodarboretum.org) or by mail to FOLA, Box 2433, Wayne, NJ 07474-2433.

NAME: _____

PHONE NUMBER: _____

E-MAIL: _____

Date:	Hours Worked	Travel Time	Location/Activity	TOTAL HOURS
			Total Hours Current Page	

