

# Carbon County Library System Volunteer Time Log

*Volunteers must fill out a time log for liability purposes.  
Time logs allows the library system to track volunteer statistics.  
Time logs have the same time period as employee time cards.  
Volunteers fill out the time log and return it to their supervisor.  
Supervisors turn the log in at the same time as employee time cards.*

**Timecards are due by Monday at 10:00 am after each time period.**

Time Period (include year): \_\_\_\_\_

Date	Time In & Out	Less Meal Time	Total Time		Date	Time In & Out	Less Meal Time	Total Time	
_____	SUN _____	_____	_____		_____	SUN _____	_____	_____	
_____	MON _____	_____	_____		_____	MON _____	_____	_____	
_____	TUE _____	_____	_____		_____	TUE _____	_____	_____	
_____	WED _____	_____	_____		_____	WED _____	_____	_____	
_____	THU _____	_____	_____		_____	THU _____	_____	_____	
_____	FRI _____	_____	_____		_____	FRI _____	_____	_____	
_____	SAT _____	_____	_____		_____	SAT _____	_____	_____	
<b>TOTAL TIME WORKED</b>				_____	<b>TOTAL TIME WORKED</b>				_____

Volunteer's Printed Name: \_\_\_\_\_

Volunteer's Signature & Date: \_\_\_\_\_