CITY OF TYLER VOLUNTEERS

Time / Attendance Record***

Name:	Month/Year:	Department Assigned:

DATE	START TIME	END TIME	ASSIGNMENT/DUTIES	HOURS
			Total Hours Worked	

Note: 8-15 Minutes-.25; 16-30 Minutes=.50; 31 to 45 Minutes=.75; 46 Minutes to 1 Hour=1.00

VOLUNTEERS SIGNATURE **SUPERVISOR SIGNATURE**

ROUTE COMPLETED FORM TO VOLUNTEER COORDINATOR BY THE 5TH OF MONTH

TPD FORM A-024

**** Please use back of form if needed.*