Hancock Park District Volunteer Activity/Project Timesheet

Group Name: _____ Activity: _____ Location:_____

Volunteers, including individuals and groups, who are volunteering independently should be tracking their hours each day as they volunteer for a particular activity or project. By tracking hours, volunteers are verifying volunteer time for the Hancock Park District. Because it is possible for volunteers to sustain injury during the course of work, volunteers need to know that they are not covered by Workers' Compensation; therefore, volunteers are required to carry their own medical insurance. The Hancock Park District does have Volunteer Accident Insurance as a benefit to volunteers, which serves as secondary insurance only. Photographs may be taken of volunteers and used for promotional purposes, including but not limited to website, print materials, displays, and media publications. By signing below, volunteers certify that they do have their own medical insurance and acknowledge their awareness and acceptance that photographs of volunteers may be taken and could be used by the Hancock Park District.

Date	Print First/Last Name	Signature	Time In	Time Out	Total Hrs.

Please return the completed form to Tifani Boltz-Heywood after the completion of the activity/project. Any questions or concerns, contact Tifani at 419-425-7275 or email hpdparks@hancockparks.com. Thank You!

updated 6-27-14