

**Ongoing Volunteer Individual Tracking Sheet**  
**(Not for event hours, which are tracked separately on event sign-in forms)**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Park and Project Location:** \_\_\_\_\_

Please complete this form each time you do Green Kirkland ongoing volunteer work (not for events).

Date	Activity	Start Time	End Time	Daily Total Hours
			<b>Grand Total</b>	

If you are working under the leadership of a Green Kirkland Steward, please provide your data to the Steward at the beginning of each month, and he/she will submit all data for your group.

Time sheets/data are due to **Green Kirkland Partnership, 505 Market St., Suite A, Kirkland 98033**, or [greenkirkland@kirklandwa.gov](mailto:greenkirkland@kirklandwa.gov), by the end of the first week of each month. Data may be submitted electronically or by hard copy.