

# MSR Volunteer Time Sheet

## **VOLUNTEER INSTRUCTIONS**

1. Print and fill out this form with volunteer hours. (one sheet per family)
2. Have an MSR staff or PTO Board member sign off on your hours
3. Submit the completed form to the MSR Office or scan an email it to [office@themsr.net](mailto:office@themsr.net)

Family Name	Email	Phone
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Project/Volunteer Activity	Date	Total Hours	Authorized by

<b>Office Only Instructions</b>
Submit Total Hours to family's account and file hard copy for records.