



VOLUNTEER HOME HOURS REPORTING FORM

Please record all hours of work performed to benefit your Circle and CHKD.

If you volunteer through CHKD's Volunteer Services Dept, those hours should NOT be listed below.

Please submit this form and list each Circle members' volunteer hours for the year.

Circle Name: _____

Submitted by: _____

Total hours performed for 2018-2019:

FULL NAME (PLEASE PRINT CLEARLY)	HOURS
1.	
2.	
3.	
4.	
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23.	
24.	
25.	

Submit Circle hours to KD office annually; by July 13th.

Contact office for standard Excel Spreadsheet to track yearly hours.

Personalized Spreadsheets are welcome. Please have KD office review your personalized form prior to submission.

Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org