Morley Exhibitions Volunteers Timesheet Date of submission:

Name: Term:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name/Activity | Invigilation | | Events | | Other | | Total  Hours | Staff sign off |
|  | Date: | Hours: | Date: | Time: | Date: | Time: |  |  |
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Total hours worked:

Volunteer’s signature Date

Line Managers’ signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_