

VOLUNTEER TIMELOG

Have each board member fill out the Volunteer Time Log with time spent on doing each task they are responsible for. Then compare the total time spent with the estimated time and see the difference. Look for opportunities to improve to ensure that the volunteer time that is available to the chapter is maximized.

Role: Membership Chair **Volunteer Name:** John Smith **Estimate Hours:** 10 /month

Task	Date	Hours
Send welcome emails to new members	09/05/2018	2.5
Send event invitations to members	09/08/2018	3
Expire 5 members - send cancellation emails & update member	09/15/2018	4
Upload new members	09/15/2018	5.5
Update website	09/21/2018	7
Send email reminders to members/guests who registered for event	09/25/2018	2
Print event badges	09/28/2018	5

Current Hours: 29 /month

Current Hours: 29 — **Estimated Hours:** 10 = **Unexpected Hours:** 19 /month

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Role: _____ Volunteer Name: _____ Estimate Hours: _____ /month

Task	Date	Hours

Current Hours: _____ /month

Current Hours: _____ — Estimated Hours: _____ = Unexpected Hours: _____ /month