

**Office of Communications and Family Outreach
 Department of Family and Community Partnerships
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850**

VOLUNTEER SIGN IN SHEET

INSTRUCTIONS: MCPS Regulation IRB-RA: *Use of Volunteer Services* requires each principal to maintain a record of each volunteer using this form. **Please write date, number of hours, and name of organization.**

School Name _____

Month _____

Volunteer Name _____

Year _____

Date	Time In	Time Out	School/ Classroom Support	Student Support**	PTA Activity***	Organization Affiliation****	Supervising Staff Member/Activity
<i>9/27/09</i>	<i>3:30</i>	<i>4:30</i>		<i>1</i>		<i>Read for Kids</i>	<i>Mr. Zepp</i>
TOTAL							

*School/Classroom Support- classroom , copying, bulletin boards, field trips, attendance, media center, at home.
 **Student Support: direct academic support to student/s.
 ***PTA Activity: support for any PTA sponsored activity.
 ****Name of community group or business sponsoring the activity, if any.

