United States Department of Agriculture

HRDG 4230 Appendix E

Marketing and Regulatory Programs

VOLUNTEER TIME AND ATTENDANCE RECORD

NAME OF VOLUNTEER *(Print Last, First)*

_____

Date	Time-In	Time-Out	Total Hours	Location

Upon completion of volunteer service: Total Hours _____

_____ _____

Signature of Volunteer Date

To be completed by program official

Program Official: _____

Print Name

Signature: _____

Distribution: Forward to:
MRP Volunteer Service Program Coordinator
USDA, MRPBS, HRD, HR Policy
4700 River Road, Unit 21
Riverdale, Maryland 20737
judy.e.craney@usda.gov