

Pa Parks and Forests Foundation Friends Group Professional In-Kind Hours Sign In Sheet

It is important to keep track of professional in-kind hours. This helps us with insurance, helps you when applying for grants, and gives you an idea of the number of volunteer hours necessary to complete a project. One sheet per professional providing in-kind service. Examples would be heavy equipment operators donating their time, a graphic artist doing the layout of a publication bro bono, etc.

Name of Group: _____

Type of Activity: _____ Date: _____

Hours Performed By: _____ Title: _____

	Date	Time In	Time Out	Hours Worked	Location	Equipment	Worked Performed
1.							
2.							
3.							
4.							
5.							
6.							
Total Hours:					Signature: _____		