

**Department of Communications  
 Division 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 \_\_\_\_\_

<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>School/ Classroom Support</b>	<b>Student Support**</b>	<b>PTA Activity***</b>	<b>Organization Affiliation****</b>	<b>Supervising Staff Member/Activity</b>
<i>9/27/07</i>	<i>3:30</i>	<i>4:30</i>		<i>1</i>		<i>Read for Kids</i>	<i>Mr. Zepp</i>
<b>TOTAL</b>							

\*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.

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