



## VOLUNTEER HOURS REQUEST FORM

Use this form to record hours spent volunteering. In order for this to be paid and count towards your volunteer hours, you must obtain approval from your manager and the person leading the volunteer efforts. Once completed, please give the original form to the PR Manager (Dianne Parker) who will approve or deny and give the document to J.J. Hutzenbiler.

Name of Person Volunteering: \_\_\_\_\_

Department: \_\_\_\_\_

Amount of Volunteer Hours Used: \_\_\_\_\_

Name of Organization and Event: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved     Denied

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

### Organization Certification

Organization Contact Name: \_\_\_\_\_

Organization Contact Title: \_\_\_\_\_

Organization Contact Phone: \_\_\_\_\_

Date and hours employee spent volunteering: \_\_\_\_\_

### PR Manager Approval

\_\_\_\_\_  
Dianne Parker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved Hours

\_\_\_\_\_  
Remaining Volunteer Hours