

WALDEN SPORTSMEN'S CLUB INC.

WORK HOURS FORM

Use this form to record all work hours

Procedures:

1. These forms are kept in the form holder to the left of the entrance next to sign-in book. Use one per work project/day.
2. All work must be approved in advance by a Committee Chairmen, an Officer, or the Board of Directors.
3. No work will be credited unless this form is **properly and fully filled out and processed.**
4. PRINT YOUR NAME CLEARLY OR YOU WILL NOT RECEIVE CREDIT.
5. **Project Leader:** Place signature on the form. Place the **completed** form in the holder.
- 6: KEEP A COPY FOR YOUR RECORDS!

PROJECT: _____

DATE: _____

APPROVED BY: _____

Description of work: _____

AREA: (Archery, Trap, Range, Grounds, etc.) _____

LEADER SIGNATURE: _____

Materials needed: _____

Please Print Clearly • Project Leader should be first name in list below.

Name of Worker	Time	# of Hours worked