Office of the Deputy Superintendent Department of Family and Community Partnerships MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850

INSTRUCTIONS: MCPS Regulation IRB-RA: Use of Volunteer Services requires each principal to maintain record of the attendance of each volunteer using this form. Please complete each item requested. When reporting hours served, please include preparation time.

School Name $\qquad$ Year

Volunteer Name
Volunteer Address
Telephone No. $\qquad$ -___-_

| Date | Time |  | Hours Served |  | Hours To <br> Date <br> (Tally) | Supervising Teacher/Staff Member |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | In | Out | School | Home |  |  |
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