Personal Tally Sheet for Volunteer Hours

Name: _____ **Daytime phone:** _____

Address: _____ **Race:** _____ **Gender:** _____

City: _____ **Zip:** _____ **E-mail:** _____

School:			Are you a parent of a student in this school? _____		
Date mo/day/yr	**Activity**	**Time**	**Date**	**Activity**	**Time**
			Column 2 subtotal		
			Restate Column 1 subtotal		
Column 1 subtotal			**Total**		

- All school visitors and volunteers are required to sign in and out of the school each time they visit. If you would like to personally track your service, please use the Personal Tally Sheet or the ViPS Online Report System on the district website.
  The web address is **www. lrsd.org** > Visitors > ViPS > ViPS Online System
- The ViPS report period begins March 1st and ends the last day of February each year. All hours should be submitted to the ViPS office **no later than** mid-March for your school to qualify for special awards and recognitions.

Volunteers *in* Public Schools • 616 N. Harrison St. • Little Rock, AR 72205 • (501) 447-ViPS • fax: 447-4451