



P.O. Box 1694  
 Newburgh, NY 12551  
 Tel: (845) 568-6035  
 Fax: (845) 568-5632  
[www.habitatnewburgh.org](http://www.habitatnewburgh.org)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**DIRECTIONS** – *If you are seeking community service hours, you must sign in at site and introduce yourself to the site supervisor each day you volunteer. The site supervisor must initial this form each work day, and Habitat for Humanity's Volunteer Coordinator will verify hours and write verification letters of community service when complete. Please give at least one day's notice to receive the letter of community service.*

DATE	WORK SITE & TASKS COMPLETED	TIME IN	TIME OUT	INITIALS

TOTAL HOURS: \_\_\_\_\_

**FOR OFFICE USE ONLY**

HFHGN Volunteer Coordinator:

\_\_\_\_\_

Signature \_\_\_\_\_ Name (printed) \_\_\_\_\_ (Date) \_\_\_\_\_