

**COQUITLAM SHARKS AQUATIC CLUB  
Parent and Family Volunteer Policy  
Volunteer Hours Record Sheet**

\*\*\* It is the responsibility of each family to record their volunteer hours as they are completed and get those hours verified on their Record Sheet by an Executive Member, category or event leader at the time of completion. \*\*\*

Family Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Job Description	Start Time Finish Time	Number of Hour	Category/Event Leader
<b>TOTAL HOURS</b>				<b>NEW + Non – Swim Families 10hrs Returning Swim Families 20hrs</b>

**\*\*Members must complete ALL their required volunteer hours or their checks will be cashed\*\***

**Names of Registered Members**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

If you are known by different name other than your given name, please note that in brackets ( ). i.e. Sandra (Sandy).

**PLEASE DO NOT LOSE THIS SHEET.** There will **NOT** be any other way of confirming your recorded hours. ADDITIONAL FORMS are available online at [coquitlamsharks.org](http://coquitlamsharks.org)

**Please submit your completed form to an executive member on or before September 1st, 2016.**

*To ensure the success of our club and its functions members are encouraged to continue volunteering once they have met their required hours. All additional participation is greatly appreciated. Thank you!*