

Name of service unit : _____

Contact tel. no. of service unit : _____

Service record

Name of service	Date/Period (Note 1)	Service hours (Note 2)	Name of Person-in-charge	Signature of Person-in-charge

Note 1: Date refers to the day when a single activity was held. Period refers to the period of time when successive activities were held. It can also refer to the whole process of an activity, i.e. from planning to reviewing.

Note 2: Service hours that can be recorded include time spent on liaison, planning, organizing, administering and reviewing, for example, liaison work, holding meetings, preparation work, organizing activities, conducting review, etc. but excluding time for attending training course on voluntary service.

This supplementary sheet of Volunteer Service Record Book is provided by the Steering Committee on Promotion of Volunteer Service, Volunteer Movement Participation Organization please download (url: http://www.vsmvnet.org.hk)

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