



### PLANNING HOURS

This section is for the people (Adults and Students) who helped plan the event prior to the event itself. This may include planning meetings, time spent gathering items/materials for the event, etc. Since pre-event planning may have taken place on multiple dates, please enter each date per student as one row (see example below). **Please ensure that time included is only for volunteering that occurred before school, during lunch or after school.**

School Name: \_\_\_\_\_

Pre-Event Date	Start Time	End Time	Adult/Student	PRINT NAME
2/13/2024	7:00am	8:00am	Student	John Doe



### EVENT DAY HOURS

This section is for the people (Adults and Students) who helped during the event itself (not attendees). This may include executing the activity, presenting a safety session/workshop/information to peers, creating safety messaging/video/posts etc. **Please ensure that time included is only for volunteering that occurred before school, during lunch or after school.**

School Name: \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Date	Start Time	End Time	Adult/Student	PRINT Name
2/14/2024	12:30pm	1:30pm	Student	John Doe