

HOW TO REPORT VOLUNTEER HOURS

DUE BY THE 2ND FRIDAY OF EACH MONTH

- Retrieve a time sheet from the department
- Submit volunteer hours on time sheet after each visit
- Have your time sheet signed by the department before the 2nd Friday of the month
- The following information must be provided on your time sheet:
 - Campus/Department
 - Reported Month
 - Total Hours

THANK YOU FOR VOLUNTEERING WITH CHILD NUTRITION!
EMAIL: CNDSOCIAL@FORTBENDISD.COM FOR QUESTIONS.

This institution is an equal opportunity provider.

