

**DOÑA ANA COUNTY HEAD START**

**Volunteer/Visitor Sign-In Log**

(Includes Bus/Classroom & Field Trip Volunteers)

Center: \_\_\_\_\_

Date:	Printed Name	Signature	Type of Visitor							Official Use Only				
			P	S	F	FO	FGP	ST	Time In	Time Out	Total Hours	Rate	Total	

Staff Signature: \_\_\_\_\_

Please submit to Fiscal Specialist when complete.  
 Fiscal Specialist will submit a copy to Word Processing Spec. at end of each month.

- Legend: P = Parent/Grandparent  
 S = Student  
 F = Friend of Head Start  
 FO = Former Parent/Grandparent  
 FGP = Foster Grandparent  
 ST = Staff