This chart will assist you in keeping track of your organization’s volunteer needs for each project. Everyone is working on.

<table>
<thead>
<tr>
<th>Volunteer Project Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title:</strong> ______________________________</td>
</tr>
<tr>
<td><strong>Start date:</strong> ______________  <strong>End date:</strong> ______________</td>
</tr>
<tr>
<td><strong>Total Volunteers Needed:</strong> ______</td>
</tr>
<tr>
<td><strong>Total Hours per week:</strong> ______</td>
</tr>
</tbody>
</table>

**Project Description:**

________________________________________________________________________

Volunteer Position 1: ______________________________

**Position Description:**

________________________________________________________________________

**Number of Volunteers Needed for This Position:** ______

Volunteer Position 2: ______________________________

**Position Description:**

________________________________________________________________________

**Number of Volunteers Needed for This Position:** ______

Volunteer Position 3: ______________________________

**Position Description:**

________________________________________________________________________

**Number of Volunteers Needed for This Position:** ______