



797 Mayport Road
 Atlantic Beach, FL 32233
 Office: (904) 241-1222
 Fax: (904) 241-4310
 Beacheshabitat.org
 Facebook.com/BeachesHabitat

VOLUNTEER DOCUMENTATION					
Volunteer Information					
Name					
Phone #			Email		
Address					
City/Town			State		Zip Code
To Whom Should We Send Your Letter?					
Organization					
Contact Name					
Phone #			Email		
Address					
City/Town			State		Zip Code
Volunteer Hours					
Date	Activity/Location	Time In	Time Out	Hours	Supervisor Signature
Total Hours					

This form is for tracking purposes only – to receive a verification letter, please submit this form to Volunteer Services by dropping it off at the office (797 Mayport Road), emailing it to volunteer@beacheshabitat.org or faxing it to 904-241-4310. Please be sure that any request for verification includes information for delivery of the completed letter.

Allow two business days from the time of submitting this request for completion of your letter. Please keep in mind that Volunteer Services is not available on Sunday and Monday.