



Time Tracking

A Guide For Volunteers

Each Volunteer Welcome Packet contains a paper version of the Washougal Wins When Everyone Pitches In! Volunteer time tracking log. This form is also available on the city website. The electronic version is a fillable PDF, however, **time entries cannot be submitted through the city website at this time.**

To log your time and send it in, please follow the instructions below:

- Locate the form on the city website (or use the one in your Welcome packet)
- Print the form if you want to fill it out by hand
- Download the form to your device and fill it out electronically – Remember to hit SAVE!
- Time logs may be emailed to Sherry Montgomery each time you reach a recognition benchmark to obtain the associated prize, or turned in at the conclusion of the pilot program, 12/31/2025
- **All time tracking logs must be received by January 12, 2026 to be eligible for prize redemption**
- Time logs may be returned by mail, hand delivered, or emailed

Please reach out with any questions –

Sherry Montgomery, Community Aesthetics Manager, 360-835-8501 x612
sherry.montgomery@cityofwashougal.us

Amanda Ramsey, Code Compliance Officer, 360-835-8501 x609
amanda.ramsey@cityofwashougal.us