**DOCENT MONTHLY SERVICE HOURS WORKSHEET**

**NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **MONTH & YEAR**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Assignment Description** | **Hours In Museum\*** | **TOUR** **HOURS** | **Docent Enrich- ment Trips/ Tours** | **Entered on VIC** |
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**Total Hours at Bottom of Each Column>>>**

**\*NOTE: “Hours in Museum” includes: Docent Training, Mondays At the Museum, Meetings, Lectures, and Observing Docent Tours. *It does not include research time at home or in the museum*.**