Hunter Development Program Hunter Education Instructor Volunteer Time and Mileage Form 2065 HWY 278 SE | SOCIAL CIRCLE, GEORGIA 30025 770.761.3010 | FAX 706.557.3042



Name:		Location of Class or Event:		County:
			(Name of Site, City, Town, etc.)	
Instructor #:	Email:		Name of Volunteer Supervisor:	
				(Conservation Ranger, Hunter Ed Specialists, etc.)
Contribution to Class o	or Event:			
	(Specific Subject 7	aught: Firearms safety, Wildlife Con	servation, Tree Stand Safety etc.)	

Administrative – Hours spent preparing for a course outside the classroom (e.g. obtaining materials, practicing a presentation), attending a meeting or annual workshop or training Instruction – Hours spent in the classroom or field setting-up/breaking down for the course registering students or teaching Travel – Hours spent traveling to and from activities (driver or passenger should record this time)

Miles Per Date: Total mileage, driven to and from the class/event location. Only drivers may record mileage

		Log time in ¹ / ₄ hour increments (e.g. 15 min = 0.25, 45 min = 0.75 etc.)			Log Miles in Whole #s		
Date	Class	A. Admin Hours	B. Instruction Hrs.	C. Travel Hrs.	Total Hours	Miles Per Date	Signature (<u>each</u> line)
	No.				$\mathbf{A} + \mathbf{B} + \mathbf{C}$		
				Total Hours >>			<< Total Mileage

Number of Students Certified:	
Number of Females Certified:	
Number of Disabled Students Certified:	
Live Fire (Y/N):	

Observed Racial Makeup of Class		
White		
Black		
Asian		
American Indian		

Signature of Volunteer Supervisor: _____

Last Date of Class/Event: _____

Office Use Only	
Signature of HDP Staff:	Data Entry Date: