

Name: _____ Location of Class or Event: _____
 (City, Town, WMA, PFA, National Forest etc.)

Type of Class or Event: _____
 (Target Shooting Event, Youth Hunting Program, Advanced HE program)

Email: _____ Name of Volunteer Supervisor: _____

Contribution to Class or Event: _____
 (Specific Subject Taught: Firearms safety, Wildlife ID, Archery, Deer Hunting, Shotgun Instruction 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

| Date | Class No. | Log time in ¼ hour increments (e.g. 15 min = 0.25, 45 min = 0.75 etc.) | | | Total Hours A + B + C | Log Miles in Whole #s Miles Per Date | Signature (each line) |
|------|-----------|---|---------------------|-----------------------------|--------------------------|--|-------------------------------|
| | | A. Admin Hours | B. Instruction Hrs. | C. Travel Hrs. | | | |
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| | | | | Total Hours >> | | | << Total Mileage |

Signature of Volunteer Supervisor: _____ Last Date of Class/Event: _____

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|-------------------------------|------------------------|
| ***Office Use Only*** | |
| Signature of HDP Staff: _____ | Data Entry Date: _____ |