



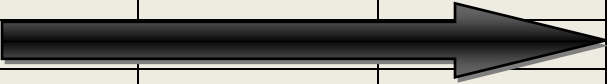

Name: John Doe Location of Class or Event: Example Academy - GICAA  
(School Name and GISA or GICAA)

Type of Class or Event: Shotgun Team \*Practice\* or \*Competition\* Number of students participating in Shotgun Sports 20

Email: johndoe@exampleacademy.com Name of Volunteer Supervisor: Leanna McMillan

Contribution to Class or Event: shotgun training

**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.			
8/20/17		2			2		John Doe (signed)
8/22/17			2	.5	2.5	10	John Doe (signed)
8/24/17			2	.5	2.5	10	John Doe (signed)
8/26/17			2	.5	2.5	10	John Doe (signed)
8/28/17			2	.5	2.5	10	John Doe (signed)
							
							
				Total Hours >>	12	40	<< Total Mileage

Signature of Volunteer Supervisor: LEAVE BLANK (to be signed by Leanna McMillan) Last Date of Class/Event: 8/28/2017

<b>***Office Use Only***</b>	
Signature of HDP Staff: _____	Data Entry Date: _____