**Hunter Development Program**

**Volunteer Time and Mileage Form**

**2065 HWY 278 SE | SOCIAL CIRCLE, GEORGIA 30025
770.761.3010 | FAX 706.557.3042**

Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Class or Event: \_\_4-H SAFE \_\_\_\_\_\_\_\_\_\_\_ Number of students in the County 4-H SAFE Club: \_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Volunteer Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contribution to Class or Event: Shooting Sports Education

**Administrative –** Hours spent preparing for a course outside the classroom (e.g. obtaining materials, practicing a presentation), attending a meeting, 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 and passengers should record this time).

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

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