

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE DNR VOLUNTEER TIME AND MILEAGE FORM

1. Volunteer Name:

Print or type the first and last name of the 4-H Coach or Adult Volunteer. Forms must be completed for each individual and not for multiple persons.

2. County Name:

Print or type the name of the county where the volunteer assists.

3. Type of Class or Event:

Print or type: 4-H SAFE

4. Number of students in the County 4-H Club

Enter the total number of your 4-H members registered in your shotgun club.

5. Volunteer SupervisorEmail:

For practices and local meetings and other non-state 4-H events, print or type the email address of the county staff member who has oversight of your county 4-H shotgun club.

For State 4-H sponsored events print or type the email address of the State 4-H SAFE Coordinator (cfhudson@uga.edu). Event examples include: State 4-H Modified Trap Challenge, State 4-H Sporting Clays Invitational, and State 4-H Shotgun Coach Certification Training.

6. Name of the Volunteer Supervisor:

For local practices, local meetings, and other non-state 4-H events, print or type the first and last name of the county extension staff member who has oversight of your county 4-H shotgun club.

For state 4-H sponsored events, print or type the name of the 4-H State SAFE Coordinator (Craven Hudson).

7. To complete the table:

a. **Date:**

Enter the individual month, day, and year when time or mileage is recorded. Multiple dates in any row will not be accepted.

b. **Class No.**

Leave blank

c. A. **Admin Hours**

Follow the form's directions for recording Administrative time.

d. B. **Instruction Hours**

Follow the form's directions for recording Instruction time such as coaching or other teaching.

e. **C. Travel Hours**

Follow the form's directions for recording Travel Hours.

f. **Total Hours A+B+C**

Enter the sum of columns A, B, and C.

g. **Miles Per Date**

Enter the total number of miles driven that day to include mileage for the round trip if done that day. If you were a passenger, leave that space blank.

h. **Signature (each line)**

Each row that has time or mileage recorded must be signed by the Coach or Adult Volunteer. Forms completed electronically must include the typed first and last name of the volunteer followed by (Signed) after entering the last name. Note: The word "Signed" must be in parenthesis.

8. **Signature of the Volunteer Supervisor:**

The person who is identified as the "Name of Volunteer Supervisor" on line three of the form must sign each completed form.

9. **Last Date of Class/Event:**

Print or type the month, day, and year of the last date entered in the Date column.

10. **Form submittals:**

For local practices, meetings, and competitions, the Volunteer Supervisor at the county extension office will submit the form to the State 4-H SAFE Coordinator.

For state 4-H sponsored events, forms are to be submitted to the 4-H State SAFE Coordinator (Craven Hudson) at the event registration desk prior to departing from the event.