

Volunteer Time And Mileage Form



SC Department of Natural Resources
 Hunter Education Program
 1000 Assembly Street, RM 310
 Columbia, SC 29202

Location of Course: _____
 (Town where the course/ activity was located)

Type of Course/Activity:

Course Type:

- Hunter Education
- Boater Education
- Trapper Education
- Bow Hunter Education

Activity Type:

- Take One Make One
- Archery In Schools
- Scholastic Clay Target Sports
- Hunting Clinic

Name: _____

Address: _____

Email: _____

- A. Administrative-** Hours spent preparing for a course/event **outside** the classroom/event such as obtaining course materials, attending a team meeting or hours spent at workshops/ trainings.
 - B. Instruction** - Hours spent in the classroom (including set-up and break-down), registering students, or instructing/mentoring **at** a classroom/event.
 - C. Travel** - Hours spent traveling to and from activities (passengers should also record this time)
- Miles per Date:** Total Mileage, in whole numbers, to and from the course location. Always round down to the closest whole number. Only drivers may record this time.

Date	Log Time in Quarter Hour Increments (i.e. 15 minutes = 0.25; 45 minutes = 0.75, etc.)			Total Hours Add A + B + C	Log miles in whole numbers Miles Per Date	Your Signature (Please sign <u>each</u> line)
	A. Admin Hrs.	B. Instruction Hrs.	C. Travel Hrs.			
Total Hours ►						◀ Total Mileage

Coordinator Signature: _____

Last Date of Class: _____

****Office Use Only****

Signature of Hunter Ed. Staff: _____ Date: _____