Monthly Volunteer Time Log

The Oregon Department of Fish and Wildlife relies on volunteer hours to help fund its archery programs. The proper completion and submission of this form by all program contributors is critical to the Department's ability to maintain this effort.

Each person who assists in this program must complete, sign, and submit their <u>own</u> time log.

Name:_____

Event type: ☐ NASP® ☐ S3DA ☐ Other:_____

MONTH:_____ **YEAR**:_____

Date of Month	Hours of Preparation Time	Hours of Activity / Class Time	Hours of Travel Time	I was paid by my employer for the time I worked	I worked as an unpaid volunteer
1				☐	☐
2				☐	☐
3				☐	☐
4				☐	☐
5				☐	☐
6				☐	☐
7				☐	☐
8				☐	☐
9				☐	☐
10				☐	☐
11				☐	☐
12				☐	☐
13				☐	☐
14				☐	☐
15				☐	☐
16				☐	☐
17				☐	☐
18				☐	☐
19				☐	☐
20				☐	☐

Please turn over and complete back side

Date of Month	Hours of Preparation Time	Hours of Activity / Class Time	Hours of Travel Time	I was paid by my employer for the time I worked	I worked as an unpaid volunteer
21				☐	☐
22				☐	☐
23				☐	☐
24				☐	☐
25				☐	☐
26				☐	☐
27				☐	☐
28				☐	☐
29				☐	☐
30				☐	☐
31				☐	☐

For those paid by their employer: My hourly salary, including benefits, is: $_____
This information is critical in providing ODFW archery programs with in-kind match funding.

I am the: ☐ Lead Instructor ☐ Assistant Instructor

By signing below, I confirm that the above information is accurate and complete.

_____ _____
Signature of Volunteer Instructor *Date*

School / organization name:_____

To be completed ONLY by the lead instructor - No student should be counted twice:

Number of previous participants: ☐
+
ADD Number of new participants taught during this month: ☐

*Total (cumulative) number of participants: ☐

* Intent is to track total number of unique students taught over the course of a calendar year beginning July 1 and ending June 30. No student should be counted twice.

Cumulative number of males: _____ Cumulative number of females:_____

Once completed, please return to:

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