Hunting/Shooting Education Volunteer Instructor Time Record

Nebraska Game and Parks Commission, Hunter Education Programs, P.O. Box 30370, Lincoln, NE 68503-0370

Federal grant reporting requires all CERTIFIED instructors who assist with Hunter Education to record and submit their volunteer hours with a signature. Instructors will not receive credit for teaching if a signed timesheet is not submitted.

INSTRUCTIONS

1. *Check the appropriate box below for the type of event.*
2. *Fill in the blanks with the requested information (if applicable).*
3. *Each volunteer must enter their hours and sign the form.*
   a. *Enter the date and number of volunteer hours to the **nearest whole hour** for each hour type.*

Definitions

Preparation Hours: *any time spent setting up, preparing or needed follow-up for the activity/event.*
Teaching Hours: *the time spent during the activity/event/class where participants are present and learning.*
Range Hours: *Any time spent on a range teaching shooting skills.*
Travel Hours: *Any time spent traveling to and from workshops, classes or events.*

EVENT TYPE:

☐ Bowhunter Ed. ☐ Firearm Hunter Ed. ☐ Hunt Safe Session
☐ Combo Firearm/Bowhunter Ed. ☐ Mentor Hunt ☐ NASP Event
☐ Outdoor Discovery/Expo ☐ Shooting Event ☐ Learn to Hunt Workshop
☐ Hunt/Shoot Camp ☐ Other: _____

County of Event: _____   **Activity/Program Scheduled Session Date(s):** _____

Class ID# (*Hunter/Bow/Hunt Safe Session*)**:** _____   **Total Volunteer Hours:** _____

Volunteer Names	Date(s)	Preparation Hours	Range Hours	Travel Hours	Teaching Hours	Signature
Name:						
Subtotal	-					**Total**
Name:						
Subtotal	-					**Total**
Name:						
Subtotal	-					**Total**
Name:						
Subtotal	-					**Total**
Name:						
Subtotal	-					**Total**

Volunteer Names	Date(s)	Preparation Hours	Range Hours	Travel Hours	Teaching Hours	Signature
Name:						
Subtotal	-					Total
Name:						
Subtotal	-					Total
Name:						
Subtotal	-					Total
Name:						
Subtotal	-					Total
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Subtotal	-					Total
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Subtotal	-					Total
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Subtotal	-					Total
Name:						
Subtotal	-					Total
Name:						
Subtotal	-					Total

Mail Completed Time Record to:

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