



# HUNTER EDUCATION PROGRAM VOLUNTEER INSTRUCTOR TIME SHEET



Name: \_\_\_\_\_  
(Please Print Clearly)

<u>Time Worked</u>	=	<u>Record this on Timesheet</u>
1 hr	=	1.00 hr.
45 min	=	.75 hr.
30 min	=	.50 hr.
15 min	=	.25 hr.

**KEY:** Please figure time to the nearest 15 Minute using the chart above.

**\* PLEASE NOTE:**

1. *Course hours include prep, breakdown and wrap-up hours.*
2. *If claiming workshop credit write the description of the workshop in the "course or activity description" column*
3. *Only the driver can claim mileage*

Date M/D/YR	Course or Activity Description	*Hours	Travel Hours	Total Hours	*Miles Roundtrip
<b>TOTALS</b>					

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signed

**Signatures of:** \_\_\_\_\_  
Volunteer Instructor

\_\_\_\_\_  
NH F&G Hunter Education Program Coordinator

**PLEASE READ CAREFULLY:**

Each individual instructor must completely and accurately fill out, date and sign an activity time sheet. Be sure the chief instructor receives them to mail back to this office. **Return to:** Hunter Education Program, NH Fish & Game Dept., 11 Hazen Drive, Concord, NH 03301.