

# Volunteer Time and Mileage Form



Mississippi Department of Wildlife, Fisheries, and Parks  
 Hunter Education Program  
 1505 Eastover Drive  
 Jackson, MS 39211

Location of Course: \_\_\_\_\_  
 (Town where the course was taught)

Type of Course: \_\_\_\_\_  
 (Basic Hunter Education, MSSP)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

- A. Administrative**- Hours spent preparing for a course **outside** the classroom such as obtaining course materials, attending a team meeting or hours spent at annual workshops/ trainings.
  - B. Instruction** - Hours spent **in** the classroom whether organizing for the course (including set-up and break-down), registering students, or instructing.
  - 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	Your Signature (Please sign <u>each</u> line)
	A. Admin Hrs.	B. Instruction Hrs.	C. Travel Hrs.		Miles Per Date	
Total Hours ▶						◀ Total Mileage
Match Rate ▶				20.31	.545	◀ Match Rate
Total Match ▶						◀ Total Match

Revised: 07/2019

<b>**Office Use Only**</b>  Signature of Hunter Ed. Staff: _____	Date: _____
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