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.

<table>
<thead>
<tr>
<th>Date</th>
<th>A. Admin Hrs.</th>
<th>B. Instruction Hrs.</th>
<th>C. Travel Hrs.</th>
<th>Total Hours Add A + B + C</th>
<th>Miles Per Date</th>
<th>Your Signature (Please sign each line)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours •
Match Rate •
Total Match •

Total Mileage •
Match Rate •
Total Match •

**Office Use Only**

Signature of Hunter Ed. Staff: ________________________________

Date: ______________________________

**Revised: 07/2019**