

# Volunteer Time & Activity Report

Date(s)	Hours Worked (include prep time and other organizational efforts)	Your project related mileage	Activity Description (e.g., field survey, monitoring, planning meeting, training)	Volunteer Category for Activity (Project Leader please complete )
<b>Totals</b>				

**Instructions:** This record documents the State match required for the federal grant funds (listed below) used for this project. If federal funds compensate you for your time, or your time is already being used as a federal match for another program, please do NOT complete this form. NOTE: You must record hours worked for each day you worked on the project on each line. **You cannot summarize your hours weekly.** Please return the completed form to the project coordinator:

(Print name) \_\_\_\_\_ (home address) \_\_\_\_\_

Signature of Volunteer: \_\_\_\_\_ Signature of Project Leader: \_\_\_\_\_

Dept: Fund Dept ID Program Class Project/ Grant Mountain Bird Monitoring Contract/Grant #  
 Use  
 Only Return to: Julie Hart, Vermont Center for Ecostudies, PO Box 420, Norwich, VT 05055.