

VOLUNTEER INSTRUCTOR TIME FORM



FOR OFFICE USE ONLY

File #: _____
 County: _____ Region: _____
 DNR Staff: _____

Each instructor, candidate and resource person is asked to complete an individual form for the program.

Name (Please Print): _____ County of Course: _____

☐ Instructor ☐ Candidate ☐ Resource Person Instructor #: _____ Location Name: _____

Program: ☐ Hunter ☐ Trapper ☐ Boating ☐ Snowmobiling ☐ Wingshooting ☐ Archery ☐ White-tail Deer ☐ Turkey ☐ Waterfowl ☐ Other _____

Date	Prep Time	Travel Time	Instruction Time	Hands-on Instrcton Time	Admin Time	Total Time Per Day	Topic(s)
Totals							

Enter time in nearest quarter hour increments (ie., .25; .50; .75). Example: 1 hour 45 minutes = 1.75

Volunteer Signature: _____ Date: _____

By signing and dating, the volunteer instructor completing the form verifies that the time recorded was performed as a volunteer for the Illinois Department of Natural Resources program as indicated at the top of the form. The signature further verifies that the reporting time is accurate to the nearest hour increment for the reported date.

Administration Time: meetings, workshops, trainings, or promotion of the program outside the classroom.

Resource Person: any person who assists in the completion of the course, ie, registration, EMT...

Class Preparation Time: organizing class, contacting instructors, paperwork, student registration pickup, return of supplies. Writing lesson plans and/or making teaching aids. Includes set-up and tear down.

Instruction Time: Time spent in actual classroom teaching situation.

Hands-on Activities Time: Range activities, live fire and/or practical exercises with students. (ie., clinic format, specify under topic)

Travel Time: Time spent traveling to and from classes, workshops, and meetings.

Total Hours/Day: Total hours for each day.

The Illinois Department of Natural Resources receives Federal financial assistance from the U.S. Fish and Wildlife Service. Under Title VI of the 1964 Civil rights Act, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments Act of 1972, and the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, or disability. If you believe that you have been discriminated against in any program, activity, or facility, or if you need more information, please write to: Chief, Public Civil Rights Office of Civil Rights U.S. Department of the Interior 1849 C Street, NW Washington, D.C. 20240.

Program: ☐ Hunter ☐ Trapper ☐ Boating ☐ Snowmobiling ☐ Wingshooting ☐ Archery ☐ White-tail Deer ☐ Turkey ☐ Waterfowl ☐ Other _____

Date	Prep Time	Travel Time	Instruction Time	Hands-on Instruction Time	Admin Time	Total Time Per Day	Topic(s)
Totals							

Enter time in nearest quarter hour increments (ie., .25; .50; .75). Example: 1 hour 45 minutes = 1.75