

## Hunter Education Instructor Volunteer Hours Report

Form 8500-172 (rev. 1/2015)

Course ID: \_\_\_\_\_

**Notice:** This document is required to be completed to assist in accounting for volunteer instructors hours used to match the federal grant which helps pay for hunter education. Over reporting hours is not acceptable. Volunteer instructors are rewarded for years of service donated. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin Open Records Law (ss. 19.31-19.39, Wis. Stats.).

**Instructions:** Enter each instructor's name and number of volunteered hours per day. Any "Administrative" hours can be lumped together per instructor (if applicable). *Administrative hours include paperwork, phone calls, emails, course set-up, and any other hours not included as actual class time.*

Instructor Name & Number		Enter date (MM/DD) and hours worked (max is 21 days)														Admin hours / instructor	Total Hours	
Print/Type	Instructor #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date			
<i>Signature</i>		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Print/Type	Instructor #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
<i>Signature</i>		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Print/Type	Instructor #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
<i>Signature</i>		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Print/Type	Instructor #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
<i>Signature</i>		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		
Print/Type	Instructor #	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
<i>Signature</i>		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		

**Firearm Action Sets assigned to this lead instructor/group and location of where the firearms are kept:** Provide make, model and serial number of any other DNR issued firearms used by you or your group on the back of this form.

<b>Action Set#</b>		<b>Location:</b>	Street		County		<b>Action Set#</b>		<b>Location:</b>	Street		County	
			City	ST	ZIP	City				ST	ZIP		
<b>Action Set#</b>		<b>Location:</b>	Street		County		<b>Action Set#</b>		<b>Location:</b>	Street		County	
			City	ST	City	City				ST	ZIP		

Certification of Lead Instructor		DNR USE ONLY	
I certify that this time report is true and just and understand submittal of information I know is erroneous may result in disciplinary action.		DNR Staff Signature	
Print name	Date	Date Reviewed	
Signature			

# Hunter Education Instructor Volunteer Hours Report

Form 8500-172 (rev. 1/2015)

Page 2 of 2

## Firearms Inventory

Once per course year, each hunter education group must provide inventory of DNR issued firearms. This includes: make, model and serial number and location of any DNR issued firearms used by you or your group not within one of the Action Sets listed on the front of this form.

Lead Instructor Last Name		First Name	Instructor Number	Phone # (incl. area code)	Email	
Make	Model / ACTION	Caliber	Serial #	Address Kept		
				Street	County	
				City	ST	ZIP
				Street	County	
				City	ST	ZIP
				Street	County	
				City	ST	ZIP
				Street	County	
				City	ST	ZIP
				Street	County	
				City	ST	ZIP
				Street	County	
				City	ST	ZIP