



**SUBJECT: HUNTER EDUCATION INSTRUCTOR VOLUNTEER HOURS REPORT  
Form Number (8500-172)**

Enclosed you will find the Hunter Education Instructor Volunteer Hours Report (Form Number 8500-172) that is required for Hunter Education classes starting January 1, 2015. In the last Newsletter we explained that the Federal Fish and Wildlife Service are requiring us to do this as part of the Federal Grant Requirements.

1. Each instructor will need to fill in the blanks and sign the report. Print Name, Instructor Number, and sign the signature box any time a course is held.
2. The lead instructor will need to sign and send the report to the DNR, even if you use the Online System. Pre-paid envelopes will be included with your course materials ordered.
3. If you have any *DNR* Firearm Action Sets, or *DNR Issued* Firearms please provide that info in the boxes at the bottom of the report and/or on the back side of the report. (***DO NOT INCLUDE FIREARMS DONATED TO YOU FROM LOCAL CLUBS OR PRIVATE ORGANIZATIONS***)
4. **Admin Hours - Definition:** Any time that is not in the classroom. Please add your total admin hours and put in the admin hours box. Examples of Admin hours include: Phone calls, emails, travel to store, group meetings, filling out DNR forms, etc.
5. **Classroom Hours - Definition:** The day(s) that you are teaching in the classroom. Total all hours and enter in by date. Example: Jan 20<sup>th</sup> class runs from 6pm- 8:30pm and I arrived 30 minutes early to help set up and check students in. Please place 3 hours in the box on Jan 20<sup>th</sup>.
6. **Until the new Online System is in place (2016) all groups will need to mail this form in.** Place it in the Hunter Education Pre-Paid Self-addressed envelope and mail it within 5-days after class is completed.
7. Conservation Wardens are paid state employees therefore they cannot claim volunteer hours. Please continue to add your Conservation Warden to the bottom of your roster. Do not put the warden on the instructor volunteer hours
8. Please continue to add your group of instructors to the roster when using the online interface. If you are mailing your roster and paperwork in please also continue to write them on the bottom of the roster so they get credit for the course and years of service. The instructors no longer need to sign the roster, but they **MUST** sign the volunteer hours report.

Thank you in advance for your understanding of this new requirement. If you have any questions please feel free to contact your Recreational Safety Warden (RSW), the Hunter Education program staff at 608-267-7509 or Jon King, Hunter Education Administrator at 608-575-2294.

Sincerely,

The Hunter Education Safety Team