



SUBJECT: VOLUNTEER HOUR TIME SHEET

Dear Dedicated Instructor:

A timesheet is now 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 timesheet. 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 timesheet 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 Firearm Action Sets, or DNR Issued Guns please provide that info in the boxes at the bottom of the timesheet and/or on the back side of the timesheet.
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 20th 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 20th.
6. **Until the new Online System is up and going in 2016 all groups will need to mail this form in.** Place it in the Hunter Education Pre-Paid Self-addressed envelope and mail it in 5-days after class is completed with all paperwork.
7. Please continue to add your Conservation Warden to the roster. Do not put them on the volunteer instructor timesheet. Conservation Wardens are paid state employees. They cannot claim volunteer hours. There is also no need for the instructors to be put on the bottom of the roster anymore, as they will be listed on the timesheet.

Thank you in advanced for your understanding of this new requirement. If you have any questions please feel free to contact your Recreational Safety Warden (RSW) <http://dnr.wi.gov/volunteer/safetyeducation/rswmap.html>, 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

