



Alaska Department of Fish & Game
Division of Wildlife Conservation

Volunteer Time Form: Birds 'n' Bogs Citizen Science Program

Volunteer Name: _____

Year: _____

Date	Start Time	Stop Time	Hours	Mileage	Signature

Time Form
Totals

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We certify that the time and hours worked recorded above are true and correct.

Supervisor Signature

Printed Name

Date

Verifier Signature

Printed Name

Date

Instructions for Completing the Volunteer Time Form

Thank you for volunteering with the Alaska Department of Fish & Game, Wildlife Conservation (DWC). By recording your time on the Volunteer Time Form you contribute so much more by allowing DWC to use your volunteer hours and provide even more funding to help wildlife in Alaska. The importance of your volunteer time can't be stressed enough as your donation is extremely valuable in two ways. First, you are helping create a sustainable population of wildlife in Alaska. Second, your volunteer time is used as in-kind match allowing DWC to receive federal funds. A time form needs to be completed by each volunteer for each project.

Instructions

1. **Name-** First, MI, Last
2. **Project Name-**List the name of the project you are working on. This should be provided by the DWC employees working with you on the project or the DWC administrative staff.
3. **Project Number-**The project # will be provided by the DWC employees working with you on the project or the DWC administrative staff.
 - You must complete one timesheet for each project you are working one.
4. **Date-**The date on which you volunteered your time.
5. **Start Time-** The time you started volunteering for the project.
6. **Stop Time-**The time you stopped volunteering for the project.
7. **Hours-**Record the number of hours worked on the project. The number of hours should be recorded to the nearest 15 minute increment.
 - Example: For 2 hours and 15 minutes worked on a project, the number of hours worked should be listed as 2.25.
8. **Mileage-**Record any mileage.
9. **Activity-** List the type of volunteer activity performed such as deer pellet survey,
10. **Volunteer Signature-**Sign the line next to each day's hours and mileage entry (each entry must have a signature)
11. **Signature of Supervisor-**The DWC employee leading and supervising the work being performed.