

Name: \_\_\_\_\_ Location of Class or Event: \_\_\_\_\_  
 (School Name and GISA)

Type of Class or Event: Shotgun Team  
 (Circle one: Practice or Competition)

Email: \_\_\_\_\_ Name of Volunteer Supervisor: Leanna McMillan

Contribution to Class or Event: Shotgun Training

**Administrative** – Hours spent preparing for a course outside the classroom (e.g. obtaining materials, practicing a presentation), attending a meeting or annual workshop or training  
**Instruction** – Hours spent in the classroom or field setting-up/breaking down for the course registering students or teaching  
**Travel** – Hours spent traveling to and from activities (driver or passenger should record this time)  
**Miles Per Date:** Total mileage, driven to and from the class/event location. Only drivers may record mileage

Date	Class No.	Log time in ¼ hour increments (e.g. 15 min = 0.25, 45 min = 0.75 etc.)			Total Hours A + B + C	Log Miles in Whole #s Miles Per Date	Signature ( <u>each</u> line)
		A. Admin Hours	B. Instruction Hrs.	C. Travel Hrs.			
				<b>Total Hours &gt;&gt;</b>			<b>&lt;&lt; Total Mileage</b>

Signature of Volunteer Supervisor: \_\_\_\_\_ Last Date of Class/Event: \_\_\_\_\_

<b>***Office Use Only***</b>	
Signature of HDP Staff: _____	Data Entry Date: _____