



State of Illinois  
Department of  
Natural Resources

# VOLUNTEER INSTRUCTOR TIME FORM



FOR OFFICE USE ONLY

File #:	_____
County:	_____ Region: _____
DNR Staff:	_____

Each instructor, candidate and resource person is asked to complete an individual form for the program.

Instructor Name (Please Print): \_\_\_\_\_ County of Course: \_\_\_\_\_  
 Instructor Number: \_\_\_\_\_  Candidate  Resource Person Location Name: \_\_\_\_\_

Program:  Hunter  Trapper  Boating  Snowmobiling  Wingshooting  Archery  White-tail Deer  Turkey  Waterfowl  Other \_\_\_\_\_

Date	Admin Time	Class Preparation Time	Instruction Time	Range/Field Exercise Time	Travel Time	Total time per day	Topic(s)
<b>Totals</b>							

Enter time in nearest quarter hour increments (ie., .25; .50; .75). Example: 1 hour 45 minutes = 1.75

**Administration Time:** meetings, workshops, trainings, or promotion of the program outside the classroom.

**Class Preparation Time:** organizing class, contacting instructors, paperwork, student registration pickup, return of supplies.  
Writing lesson plans and / or making teaching aids. Includes set-up and tear down.

**Instruction Time:** Time spent in actual classroom teaching situation.

**Hands-on Activities Time:** Range activities, live fire and/or hands-on activities with students. (specify under topic)

*\* Include time with instruction time on Class Information Sheet \**

**Travel Time:** Time spent traveling to and from classes, workshops, and meetings.

**Total Hours/Day:** Total hours for each day.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing and dating, the volunteer instructor completing the form verifies that the time recorded was performed as a volunteer for the Illinois Department of Natural Resources program as indicated at the top of the form. The signature further verifies that the reporting time is accurate to the nearest hour increment for the reported date.

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies is available to all individuals regardless of race, sex, national origin, disability, age, religion or other non-merit factors. If you believe you have been discriminated against, contact the funding sources civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; 217/785-0067; TTY 217/782-9175.