

**Volunteer Time/Mileage Record**



**VOLUNTEERS:** Please FILL OUT, SIGN in INK, and **RETURN ORIGINAL COPY to:**

RI DEM Fish & Wildlife, Attn: Volunteer Coordinator, 277 Great Neck Road, W. Kingston, RI 02892

**Questions?** Contact Volunteer Coordinator, Jennifer Brooks,

Email: jennifer.brooks@dem.ri.gov or Phone: 401-789-0281

**\*\*\*** PLEASE FILL OUT IN **INK ONLY –** THANK YOU! **\*\*\***

**Full Name:** **X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Date**  (mm/dd/yy)  **\*Separate Line for each Day** | **Activity**  (Ex. Training, Duck Banding, Fish Count, etc.) | **Mileage**  **(*Round-trip*** from home**) Drivers Only** | **Travel Time**  (***Round-trip*** from home) **Drivers & Passengers** | **Time IN**  **(On Site)** | **Time OUT**  **(On Site)** | **Office Use Only**  Total Time |
| 5/1/15 | Herring Count | 11 Miles  (5.5 Miles each way) | 26 Mins  (13 Min each way) | 11:25 AM | 11:42 AM |  |
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| **(Office Use Only)**  **Total Mileage** | |  | **(Office Use Only)**  **Total Time** | | |  |

**Volunteer Signature: X** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THANK YOU FOR VOLUNTEERING YOUR TIME AND TALENTS TO THE RIDEM DIVISION OF FISH AND WILDLIFE.

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FA Project & Segment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RI DEM Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_ (TTL HRS) X \_\_\_\_\_\_\_\_\_\_ (HR RATE) + \_\_\_\_\_\_\_\_\_\_ (TTL MIL) X \_\_\_\_\_\_\_\_\_\_\_ (MILEAGE RATE) =\_\_\_\_\_\_\_\_\_\_\_\_\_\_