



Individual Volunteer Hours Report

Individual Name: _____

Month: _____

Please submit individual hours on a monthly basis.

Project/Description of Work	Travel for Project	Pre Project	Number of Volunteer Hours by Day (month/day)							Total Project Time	Post Project	Total Vol Hours	Total Specialized Hours	# Stock Used
Totals														

Volunteer Hours include all the time an agency would pay for an employee to do the necessary work themselves. A volunteer hour includes planning the project, recruiting volunteers, shopping for food and supplies, traveling to the project, packing supplies in, setting up base camp, maintenance training, maintaining the trail, cooking meals for the crew, packing camp up, and administrative hours.

Specialized Hours are hours spent doing professional services, certified chainsaw work, certified crosscut work, trained winch and rigging work, trained drilling and blasting work, and/or professional-quality skills such as animal packing. Packer Assistants should also add packing hours in this category. **Please estimate the number of total hours that are specialized hours per volunteer.**