

Hunter Education Volunteer Instructor Time Record



Nebraska Game and Parks Commission
 Hunter Education Programs
 P.O. Box 30370
 Lincoln, NE 68503-0370
 33-075/rev. 6/2016



Federal Grant Reporting requires all CERTIFIED instructors who assist with Hunter Education to record and submit their volunteer hours with a signature. Instructors will not receive credit for teaching if they do not submit a completed and signed timesheet.

Firearm Hunter Education Bowhunter Education Hunt Safe Session

FOR DUAL CLASSES in which both Firearm Hunter Education and Bowhunter Education are taught, class duration must be a **MINIMUM** of 14 hours, but **SEPARATE SIGNATURE SHEETS must be submitted for each hunting discipline**. Each sheet should include **ONLY THE HOURS FOR THAT SPECIFIC DISCIPLINE**. If you provide a total of 10 hours of instruction for a dual class, and are a certified instructor for both Firearm and Bowhunter Ed, **DO NOT** record 10 hours on both sheets – divide the hours appropriately. **EXAMPLE:** If you taught information specific to firearms, those hours would, of course, be recorded on the firearm sheet only, and vice versa for any curriculum specific to bowhunter. If the information pertained equally to both hunting disciplines, such as wildlife ID, conservation management, etc., divide the time equally and record half on each sheet. **LEAD INSTRUCTORS MUST ENTER AND SUBMIT THIS SAME INFORMATION IN THEIR EVENT MANAGER RESULTS.**

Event Manager Event ID#: _____ **found on the Event Manager class roster.**
 (This IS NOT an instructor ID number, it is the number assigned to the event.)

County: _____ **Class Duration (Total Instruction Hours):** _____

First Class Session Date: _____ **Last Class Session Date:** _____

Please record below all **REASONABLE** volunteer hours spent in preparation, travel, teaching and/or range time. All information is required and must be 100% complete including signatures, or time will not be accepted.

Date(s)	Preparation Hours	Travel Hours	Teaching Hours	Range Hours	Enter Total Combined Hours You Donated for this Class Here ↓
Subtotals					

If more space is needed to record dates and hours, please use the back of the form.

Certified Instructor: _____

Print Name
Instructor ID#
Signature

Are you a Nebraska Game and Parks Commission (NGPC) Employee? Yes No
 If yes, NGPC employees who are certified instructors, and assist with Hunter Education while “on the clock,” should not record that time as volunteer hours. Only record hours for which you were not paid.

Through visual assessment, the above information is correct to the best of my knowledge.

Lead Instructor: _____

Print Name
Instructor ID#
Signature

If you have any questions on how to record hours, please contact the Hunter Education Coordinator at (402) 471-6134.