

EXAMPLE

Form 43
 08/01/2002
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**VIRGINIA DEPARTMENT OF FORESTRY
 FORESTRY GRANT PROGRAMS
 TIME AND ACTIVITY LOG FOR STAFF AND VOLUNTEERS**

Grant Recipient: _____
Project Title: _____
Grant Number: _____

Date	Staff/Volunteer Name	Activity	No. of Hours Worked (A)	Appropriate Rate (B)	Total In-Kind Contribution (A) x (B)
3/1/2013	Jane Doe Johnny Doe Sam Doe	Pulling Brush	5 hrs each	Mitigation Will Fill in going rate	Mitigation will calculate
3/1/2013	Jane Doe	Farm Tractor to pull brush, pole saw, saw	3 hrs 2 hrs 5 hrs	Mitigation Will Fill in going rate	Mitigation will calculate
3/13/2013	Billy Black	Landscaper contracted		Paid	1,123.00
3/14/2013	John Henry	Mowed yard	1 hr	Mitigation Will Fill in going rate	Mitigation will calculate
3/12/2013	Fred Wise	Replaced single pane windows with double pane windows			4,000.00

This form must accompany the Request for Reimbursement Form if volunteer assistance has been provided and constitutes a portion of your project expenditures. Regular Staff may complete number of hours worked by date without entering time in and time out when not working during a block of time.