VIRGINIA DEPARTMENT OF FORESTRY

FORESTRY GRANT PROGRAMS

TIME AND ACTIVITY LOG FOR STAFF AND VOLUNTEERS

Grant Recipient: _____

Project Title: _____

Grant Number: _____

Date	Time In	Time Out	Staff/Volunteer Name	Activity	No. of Hours Worked (A)	Appropriate Rate (B)	Total In-Kind Contribution (A) x (B)

VIRGINIA DEPARTMENT OF FORESTRY

Forestry Grant Programs

Time and Activity Log for Staff and Volunteers

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.