Individual Volunteer Timesheet

Volunteer Name	
Office Reporting	

Date	Work Location	Start Time	End Time	Total Hours Worked	Activity Performed by Volunteer	Activity Code*	Entered in Database
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*Activity Codes

1 – Clerical Services
2 – Conservation Education
3 – Conservation Implementation
4 – Conservation Planning & Technical Consultation
5 – Outreach & Communications
6 – Snow Survey (not applicable for Kansas)
7 – Soil Survey
8 – Training
9 – Research and Economic Assistance
10 – Operations Management (Financial & Human Resource)