Form 43
08/01/2002
f043_po.dot

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)

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 a block of time.