VOLUNTEER TIME DOCUMENTATION REPORT

(FOR DOCUMENTING MATCH COST ONLY - NO REIMBURSEMENTS WILL BE MADE BASED ON THE INFORMATION PROVIDED ON THIS FORM)

PROJECT TITLE: Integrating Prescribed Fire and Invasive Plant Control

PROJECT:10.664 USDA FS S&P Forestry - Competitive Allocation Redesign Proposal

WORK LOCATION :_____

TIME PERIOD MO/DAY/YR	VOLUNTEER'S NAME (One per line please)	ADDRESS	EMAIL	PHONE NUMBER	SIGNATURE* **	DESCRIPTION OF WORK	MILEAGE	HOURS WORKED	HOURLY RATE	TOTAL AMOUNT
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	
									$24.08	

Totals: _____ $24.08

Instructions:

1. Volunteer's legal name (no nicknames) and complete mailing address are required.
2. Under "Description of Work" identify major work components (e.g. controlled burn) rather than individual tasks (e.g. equipment set-up for controlled burn, site preparation for controlled burn, etc.)
3. Under "Work Location" use complete address (e.g. number, street/township/route, town) when available or offical site name or complex name, and site location, when applicable.
4. Under "Hours Worked" include time worked, down to the nearest quarter hour. Travel time, preparation/checking/clean-up of equipment and personal gear is considered work time, and should be noted as such under the "Description of Work".
5. The Project Manager is responsible for reviewing and approving this form, then signing and submitting the form to the RC&D after the work is completed or at the end of the month, which ever comes first.
6. The Volunteer rate of $24.08/hour (effective 4/3/14) is based on like work performed under the IDNR job classification of Natural Resources Technician I, with no benefits allowed, as specified in the Labor Agreement between American Federation of State, County and Municipal Employees (AFSCME), Council 31, AFL-CIO, and the State of Illinois, Dept of Central Management Service.

* **Hold Harmless Clause: The volunteer shall defend, indemnify and hold harmless the volunteers, property owners, USDA Forest Service, Southern Illinois Prescribed Burn Association (SIPBA), River to River Cooperative Weed Management Area (CWMA), Forest Restoration Support Team (FRST), Shawnee Resource Conservation and Development (RC&D), Illinois Department of Natual Resources (IDNR), and University of Illinois Extension (U of I), hereafter known as "partners", from and against any and all injuries and losses suffered by the volunteer, property owners, and partners, and any and all claims, liabilities or penalties asserted against the volunteers, property owners and partners, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of volunteers, property owner, and partners. All SIPBA members are also considered "volunteers".**

** **I certify that, to the best of my ability, the information provided is complete and accurate.**

PROJECT MANAGER SIGNATURE:**_____ **DATE:** _____