

**MASS WILDLIFE Volunteer Time and Mileage Form**  
**Hunter Education Program, 1 Rabbit Hill Road, Westborough, MA 01581**

Name: \_\_\_\_\_

Name of Team Leader: \_\_\_\_\_

Address: \_\_\_\_\_  
(If New)

Type of Course: \_\_\_\_\_

Email: \_\_\_\_\_  
(If New)

Location of Course: \_\_\_\_\_  
(TOWN where the course was taught)

Contribution: \_\_\_\_\_  
(i.e. Organize classroom, Register students, Teach lessons, Complete paperwork, etc.)

**A. Administrative**- Hours spent preparing for a course **outside** the classroom (i.e. to obtain materials, complete paperwork), attending a team meeting or annual workshop.

**B. Instruction** - Hours spent **in** the classroom organizing and conducting the course (i.e. set-up and break-down, register students, instruct)

**C. Travel** - Hours spent traveling **to and from** activities. Passengers should also record this time.

**Miles per Date:** Total Mileage, in whole numbers, **to and from** the course location. Always **round down** to the closest whole number. Only drivers record mileage.

Date	Class No.	Log Time in Quarter Hour Increments (i.e. 15 min = 0.25; 30 min = 0.5; 45 min = 0.75)			Total Hours Add A + B + C	Log miles in whole numbers	Your Signature <i>(Please sign <u>each</u> line)</i>
		A. Admin Hrs.	B. Instruction Hrs.	C. Travel Hrs.		Miles Per Date	
Total Hours							◀ Total Mileage

Signature of Team Leader (required): \_\_\_\_\_

Last Date of Class: \_\_\_\_\_

<p><b>**Office Use Only**</b></p> <p>Signature of Hunter Ed. Staff: _____</p>	<p>Data entry date Date: _____</p>
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## Volunteer Instructor Evaluation Summary (Completed by Team Leader)

Key: 1 = Poor   2 = Fair   3 = Good   4 = Very Good   5 = Excellent   (Leave Blank if not applicable)

### **A. Instructor Conduct**

1. Attitude: Friendly, Approachable & Interactive with students; Encourages student participation
2. Enthusiastic, patient, and organized; Remains calm, never loses temper
3. Praises students in public, punishes in private – criticizes the action not the person
4. Uses Appropriate Language: No Swearing, does not embarrass students or “talk down” to them
5. Appearance: Uniform, ID, Well Groomed
6. Instructor follows lesson plan / stays within their allotted time
7. Instructor was prepared / knowledgeable
8. Instructor focuses on the core curriculum/ learning objectives of the course.
9. Instructor answers questions appropriately and accurately; Willingly admits errors and ignorance
10. Promotes the ideals of sportsmanship and hunting ethics
11. Refrains from political lobbying or membership solicitation
12. Instructor adheres to all program policies and procedures

1	2	3	4	5

### **B. Teaching Methods / Techniques**

1. Instructor clearly states objectives at beginning of instruction period.
2. Instructor used approved teaching aids & equipment effectively and safely
3. Instructor used questioning techniques to gauge learning comprehension, and to encourage discussion.
4. Instructor uses multiple teaching techniques to enhance student activity and retention
5. Instructor provides hands on opportunities for all students when teaching skills based objectives.
6. Instructors encourage student summary at end of lesson through questioning
7. Instructors meet the learning objectives

1	2	3	4	5

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor and Evaluator will both sign below to indicate that they have reviewed the above report. Signatures do not necessarily denote agreement.

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_