

**Project Title** \_\_\_\_\_ **Agency** \_\_\_\_\_

(Indicate task leaders in comment space.)

**Project Date(s)** \_\_\_\_\_

Include month / dates / year

## VOLUNTEER VALUE REPORT WORKSHEET #2 – TASKS AND WORK HOURS

For easier record keeping, note volunteer hours on your permits, then transfer information from each permit to a copy of this form.

<b>Date</b> ☞	
<b>Project or Cave Name</b>	
<b>Volunteer Names</b>	<b>Hours worked</b>
<small>(Volunteer Work Hours may include travel time from and to camp, either here or on SHEET #1.)</small>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
<b>Project Preparation &amp; Documentation</b> <small>Note names and hours spent.</small>	<small>Record total doc and prep time in this space.</small>
<b>TOTAL work hours in column at right</b> ☞	<small>Total hours on this page.</small>

**Notes. Trip report. Or describe project. Include observations, comments, and suggestions.**

<b>Supplies and expenses not already listed</b> <small>This space is for additional supplies/equipment not listed elsewhere, e.g., copies, postage, etc. Don't include if expenditures will be reimbursed by agency or owner</small>	<b>Cost</b>

**Task Categories (circle if applicable):** bats, biology, gates, geology, graffiti, rock art or historical signature analysis, impact mapping, meteorology, microbiology, mineralogy, preparation and documentation, restoration, research, photo documentation, photo inventory, photomonitoring, resource inventory, rigging, speleothem repair, survey and cartography, trails, other (describe):