



Junior Master Food Volunteer Teen Mentor Hours Report

Name:	Date Submitted:
Address:	
EMAIL:	Phone:

Projects Report (Table I)

DATE	PROJECT/ PLACE DESCRIPTION	LOCATION (City/ County)	PROJECT HOURS	ADMIN. HOURS	TOTAL HOURS	TRAVEL MILEAGE
TOTAL HOURS						

Include time spent traveling, preparing and working for Extension programs in the “project hours” box.

Include time spent working on Administrative tasks in the “admin hours” box (help with copying, answer phones, scanning, mailing, brochures, advertising, etc.).

Travel Mileage should be round trip mileage

-----OFFICE USE ONLY -----

Approved by:	Date:	Entered by:
Previous Hrs. total	+ Total Hrs. this form	= Career Total

Return completed form to your local Extension Office by the fifth of every month for the preceding month in which you volunteer