

VIRGINIA DEPARTMENT OF FORESTRY

URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

TIME AND ACTIVITY LOG FOR STAFF AND VOLUNTEERS

Grant Recipient: Southside PDC

Project Title: Tobacco Heritage Trail Project

Grant Number: 09UCF03

Trail Segment: _____

| Date | Time IN | Time Out | Staff / Volunteer Name | Volunteer | Staff | Activity | No of Hours Worked (A) | Appropriate Rate (B) | Total In-Kind Contribution (A) X (B) |
|-----------------------|---------|----------|------------------------|-----------|-------|----------|------------------------|----------------------|--------------------------------------|
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| Total for page | | | | | | | 0 | | \$0.00 |

Signature: _____ **Date:** _____

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 block of time. The volunteer rate for the 2009 grants is \$20.25. Please sign the bottom of the sheet