West Virginia Master Naturalist Program
Record of Volunteer Hours

Volunteer Name: Last_____First_____ MI_____

Chapter:_____

JOB Identification (You may use more than one line)	Date MM/DD/YY	Hours Worked	Approved by (Please print last name and initial)

Volunteer Supervisor: Your approval indicates work was acceptable, met agency needs, was completed safely and conscientiously and that the volunteer hours contributed are correct.

Volunteer: Please have this sheet approved on a regular and timely basis. **Please submit this form by January 15th of each year**. After making a copy for yourself (this is your only record of hours worked), mail form to: Kanawha Valley Master Naturalists, 167 Older Road, Charleston, WV 25312. To ensure an accurate and timely accounting of your volunteer hours you should enter your volunteer hours on our Google Form. The link is at the bottom of Becky Linger's email signature. Email her at: rebeccalinger@ucwv.edu to receive the link.