CINMS/CINP
VOLUNTEER TIME SHEET

Name _____ Month/year: _____

DATE	VESSEL, MEETING, OR EVENT ATTENDED	START TIME	FINISH TIME	HOURS SPENT	TRAVEL TIME	TOTAL HOURS VOLUNTEERED
						.
GRAND TOTAL HOURS						

How to fill out this form:
Column 1 – Date volunteered
Column 2 – Name of Vessel (note whale watch or hike); Event type (i.e. outreach, monthly meeting, etc.)
Column 3 & 4 - Start and finish time of hours volunteered (not including travel)
Column 5 – Total time volunteered
Column 6 – Total travel time to and from vessel, meeting, event, etc.
Column 7 – Total time volunteered (Column 5 + Column 6)

NOTE: Please include boat cancellations and add 2 hours per **day**

CINMS Oxnard fax is (805) 382-9791

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