**Necessary Steps for Tracking**

**Volunteer Hours**

All Volunteers Please….

1. Fill out the registration form
2. Sign the liability waiver
3. Fill in the Log-in/Log-out sheet.

Please Print….

* Your full name
* Log-in your start time
* The specific location and duty of your work.
* Personal equipment you use while volunteering.
	+ - Chainsaws: indicate bar length
		- Trucks: indicate ½ ton, full ton, etc.
		- Heavy Equipment: indicate horse power
		- Other equipment: give specific details
1. Please Log-out with your crew leader, before you leave for the day.