

CARE Event Final Report and Daily Time Reporting Instructions

ALL TIME MUST NOW BE REPORTED ON THE DAY IT OCCURRED.

A request by our funder, the US Fish and Wildlife Service is to document CARE volunteer time similar to how DEEP tracks our time. From this point forward time must be recorded daily. So, if you volunteered time on more than one day for a specific event, you must itemize that time separately on the Daily Time Report. For example, if you volunteered 2 hours of prep time on a Friday and 4 hours at an event which took place on Saturday, you would fill out two rows on the Time and Activity Form. One row for Friday prep work, and one row for Saturday's event. You can record multiple dates on the same Time and Activity form. *Refer to the sample completed form in this document.*

CARE Event Final Report and Timesheet: This is a double-sided form. The first page is an overall summary of an event and should be completed and signed by the lead fishing coach. The reverse side is an itemized accounting of volunteer hours by date and activity type (prep or event). A signature by the volunteer is required for each row. The lead fishing coach must ensure that all hours reported are accurate as indicated by their signature on page 1. Please complete all portions of the form to the best of your ability.

Multi-Day Events: If the event spanned multiple days (such as camps or workshops), you **MUST** record your time for each day separately. You can use the same form, but you must enter a new row for each date you volunteered time. Specify if the "type of activity" was either Event/Prep on the form. Do not check both. In the "Date of Activity" field, list the start and end date for the event.

Maximum Volunteer Hours: A volunteer cannot record more than 14 hours on any single day, including travel time.

Lead Fishing Coach Signature: If the event is being led by a CARE Fishing Coach, then they **MUST** sign the Time and Activity Report to verify that all information on both sides of the form is accurate. If the event is being led by CARE staff, then CARE staff member attending the event will sign this section in addition to the CARE Staff Approval section.

CARE Staff Approval: All forms will be verified for accuracy by a CARE staff member. When this information is entered into the CARE Database, an "event ID number" will be assigned and recorded on the form.

Attendee Demographics: Demographic data will be collected visually. Do not ask attendees about their demographic. This is a best effort approximation of the population that attended the event.

CARE Event Final Report and Timesheet

- **Date of Event:** Date on which the class or fishing event took place. For multi-day events, list the start and end dates for the event.
- **Start Time:** Time the class or fishing event started
- **End Time:** Time the class or fishing event ended
- **Facility/Waterbody:** Name of the location the class or fishing event took place (i.e Guilford library, Pasture Pond)
- **Town:** Name of the town where the class or fishing event took place
- **Group/Partner:** If the event was for a specific group or partner, list their name (i.e. scout troop, town park and rec, etc.)
- **Attendee Demographics:** Visual count of attendee demographics. Total for event.
- **Lead Fishing Coach:** Printed name, signature and date of the CARE lead instructor organizing the event
- **Care Staff Approval:** For use by CARE Staff only. Includes name, signature, date, and event ID for CARE database

Volunteer Fishing Coach Daily Time Reporting

- **Date of Activity:** Date on which time was volunteered
- **Volunteer Name (print):** Printed name of volunteer
- **Volunteer Signature:** Signature of volunteer
- **Certification: Type of volunteer certification:** Certified CARE Fishing Coach or non-certified Team member
- **Type of Activity:** Choose “Event” or “Prep” but NOT both. If there was prep time on the day of the activity, list all of this time as “Event.”
- **Daily Hours Worked:** Number of volunteer hours on the day of the activity listed. Maximum is 14 hours which includes travel time.
- **Daily Hours Travel:** Number of travel hours to and from the activity
- **Daily Miles Driven (round trip):** Number of travel miles to and from the activity



SAMPLE COMPLETED CARE Event Final Report and Timesheet

Date of Event: 4/12/2023

Start Time: 9:00am

End Time: 11:30am

Facility/Waterbody: Wharton Brook State Park

Town: Wallingford

Group/Partner: Boy Scout Troop 23

Please help us compile data in determining the extent to which minority groups participate in the program. Identify the number of participants next to each of the following categories. Identification of race should be made on a visual basis.

White	Black	Latin Surname	Other
Male: 4	Male: 3	Male: 0	Male: 2
Female: 0	Female: 1	Female: 0	Female: 0

Total Number of Participants: 10

Lead Fishing Coach: I certify that all the information contained in this CARE Event Final Report and Volunteer Fishing Coach Time and Activity report is accurate to the best of my knowledge.

Print Name: Hank Parker

Signature: *Hank Parker*

Date: 4/12/2023

CARE Staff Approval

Event ID Number: _____

Print Name: _____ Signature: _____ Date: _____



SAMPLE COMPLETED Volunteer Fishing Coach Daily Time Reporting

Volunteer time **MUST** be recorded by the **date on which it occurred**.

- If you volunteered prep time on a *different day* than the event, you must list that time *separately* from the time you volunteered at the event.
- If an event occurred on multiple days (i.e. camps), you need to **record your time for each day**.

Date of Activity	Volunteer Name (print)	Volunteer Signature	Certification	Type of Activity	Daily Hours Worked	Daily Hours Travel	Daily Miles Driven (round trip)
02/12/23	Tom Bourett	<i>Tom Bourett</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input type="checkbox"/> Prep	2	0	0
02/15/23	Tom Bourett	<i>Tom Bourett</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Prep	4	2	75
02/15/23	Hank Parker	<i>Hank Parker</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Prep	3	1	45

Date of Activity	Volunteer Name (print)	Volunteer Signature	Certification	Type of Activity	Daily Hours Worked	Daily Hours Travel	Daily Miles Driven (round trip)
			Choose only one per row	Choose only one per row	Maximum 14 hours including travel time		(Optional)
4/11/23	Hank Parker	<i>Hank Parker</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Prep	2	0	0
4/12/23	Hank Parker	<i>Hank Parker</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Prep	3	1	38
4/12/23	Sally Jones	<i>Sally Jones</i>	<input checked="" type="checkbox"/> Certified <input type="checkbox"/> Team	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Prep	3	1	42
4/12/23	Luis Gomez	<i>Luis Gomez</i>	<input type="checkbox"/> Certified <input checked="" type="checkbox"/> Team	<input checked="" type="checkbox"/> Event <input type="checkbox"/> Prep	2	1	29
			<input type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input type="checkbox"/> Prep			
			<input type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input type="checkbox"/> Prep			
			<input type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input type="checkbox"/> Prep			
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			<input type="checkbox"/> Certified <input type="checkbox"/> Team	<input type="checkbox"/> Event <input type="checkbox"/> Prep			