

## VOLUNTEER TIME RECORD

Name of Volunteer	Address (No. & Street, Box No. RFD)	City	State	Zip Code
Daytime Telephone (area code)		Cell Phone (area code)		Email address
DNR Division/Unit		Work Location (include city)		Volunteer Supervisor's Name & Title

**Notice of Intent to Collect Private Data:** Certain data is classified as private data under Minnesota Statutes, section 13.43. Volunteers are asked to provide private data, including address, telephone numbers, and email address so that DNR can verify you as a registered volunteer. You are not required by law to provide this information, but if you don't, DNR will not be able to contact you, if necessary, to validate your hours. Your private data will be available to DNR personnel whose work position or duties require access, to those required or allowed by state or federal law or pursuant to court order, and to those with your written consent.

**DNR Staff:** Some of the data collected on this form are classified as private data. Only those with a business need to know may have access to the data and it may only be used for activities related to volunteering. Data on this form may not be released to others without first consulting Human Resources. This time record is used to assist you in reporting volunteer hours on your projects. **Handle this form according to Op Order 127 and keep in a secure location in YOUR files along with the volunteer's agreement form.**

Date mo/day/yr	Time Begin / End	Hours per day	Tasks Performed/Accomplished	Comments

**Total Hours on Page** \_\_\_\_\_