



**EXAMPLE**  
**Donated Volunteer Labor Worksheet**  
**Winchester Lakes/ Rivers Grant Program**

Please use this form to record boat use, and time spent meeting/ corresponding or monitoring. Fill out the first nine columns and your names only. (See page 2 for example filled form.) Return completed forms to the designated representative for your lake. More information or questions contact: Emily Heald, Water Program Coordinator; water@discoverycenter.net; PO Box 237, Manitowish Waters, WI 54545; or 715-543-2085.

Volunteer Name (s): \_\_\_\_\_ Beth Doe, Joe Doe, Mary Doe \_\_\_\_\_  
 Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Date	Start Time	End Time	Description of Work Performed*	Names or Initials	Waterbody(s)	Boat Type	Findings? **	Hours	X	# People	=	Total Hours
4/10/13	10am	12pm	Monitored Harris Lake Shoreline by Pontoon; Checked Boat Landing	BD, JD	Harris Lake	Pontoon	Rusty Crayfish	2		2		4
4/12/13	3pm	4pm	Emailed Other Volunteers Information	BD	N/A			1		1		1
4/30/13	2pm	4pm	Monitored Rainbow Lake in Kayaks with Rake	JD, and Kevin Duss (visiting friend)	Rainbow Lake	2 Kayaks	Mystery Snails	3		2		6
5/2/13	10am	11am	Called Neighbors with AIS Update	BD	N/A			1		1		1
5/16/13	3pm	4pm	Monitored Hiawatha Lake Shoreline; Checked Rocks and Docks	BD, MD	Hiawatha Lake		None	1		2		2
5/30/13	8am	9am	Emailed AIS Coordinator Data!	BD	N/A			1		1		1
<b>Total Value of Services Performed:</b>						<b>Boat Type 1 (e.g. pontoon)</b>	<b>Pontoon</b>	<b>Boat Hours 1</b>	<b>2 hrs</b>			
						<b>Boat Type 2 (e.g. kayak/canoe)</b>	<b>Kayak</b>	<b>Boat Hours 2</b>	<b>2 kayaks for 3hrs= 6 hrs</b>			
						<b>Boat Type 3 (e.g. fishing boat)</b>		<b>Boat Hours 3</b>				
										<b>Total Person Hours</b>	<b>=</b>	<b>15</b>

**\* Did you monitor?**  
 Boat landing/ dock/ piers/ logs/ rocks; perimeter; walk shoreline; observe shallows; use rake; monitor via boat; other activity

**\*\*Did you find?**  
 Curly leaf pondweed; Eurasian water milfoil; purple loosestrife; mystery snails; rusty crayfish; zebra mussels; waterfleas; hydrilla; Japanese knotweed; phragmites; freshwater jellyfish; other

Office Use Only: I hereby certify that the donated services have been performed and that this claim is fair and correct.

\_\_\_\_\_  
 Signature of Project Manager

\_\_\_\_\_  
 Date