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| Sussex AUXCOMM Volunteer Time Reporting | | | | | | | | | | | |
| **NAME (LAST, FIRST MI)** | | | **CALL SIGN** | | | **YEAR** | | **MONTH** | | **QUARTER** | |
| MONTH | DAY  DAY | ACTIVITY DESCRIPTION | MEETINGS | TRAVEL  TIME | COURSE  WORK | EXERCISES DRILLS | ACTIVATION | ON THE AIR  ACTIVITY | ADMIN. &  OFFICE | OTHER  TIME | Total  Hours |
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| TOTAL HOURS | | |  |  |  |  |  |  |  |  |  |

Filling Out The Sussex County AUXCOMM

Volunteer Time Reporting Form

1. Name Block: **LAST NAME** , then **FIRST NAME** and **MIDDLE INITIAL**

2. **CALL SIGN**: Your Call Sign, or “NA”

3. **YEAR** Enter the year with four digits

4. **MONTH**: Enter the appropriate month for a “Monthly Report”, leave blank if a quarterly report.

5. **QUARTER**: Enter 1 through 4, for the appropriate quarter of the year for a “Quarterly Report”, leave blank for a monthly report.

6. MONTH column: Enter the month as a number for the activity.

7. DAY Column: Enter the day of the activity.

8. ACTIVITY DESCRIPTION Column: Enter the name of, or a brief description of the activity.

9. Category Columns: Enter the number of hours in the appropriate Category Column(s) and total the line in the Total Column to the right. You may have more than one entry on a line for that activity. Time is in decimal form, rounded to the .5 hour.

10. When in doubt if an activity fits a column, use “Other time”. Make sure the activity is described under “Activity Description”.

11. Total Hours (bottom): When ready to submit, total the category columns, and the grand total in the lower right. To check your math, the total across the bottom and the sum of the totals in the tight hand column should be the same number.

12. Too many entries for one sheet? Use a second sheet, and your first line would be the Month, the Day, the Activity “Sheet 1 Totals, place the appropriate numbers in the category columns and the total..