



Harlow Conservation Volunteers

Task Record

To be completed by the Task Leader and returned to the Secretary.

Site Name:

Date:

Total of Work-Days:
(to the nearest 1/2 day)

Work-Days with Power Tools:
(to the nearest 1/2 day)

Leader:

User Body —
Organization:

Contact:

Work Report — a brief description of the work and the reasons for doing it, including a sketch map and diagrams if necessary. What did the volunteers do? Was the work completed? Mention any problems that might be avoided in the future.

Cost and Expenses — charges to be worked out according to the Task Confirmation Sheet.

Assess a realistic number of work-days if volunteers stopped work for a significant time.

No. of work-days \times Work-day rate = Work-day cost

No. of miles \times No. of cars \times Milage rate = Transport cost

Expenses (agreed with User-body)

Fixed amount donation _____

Total to be invoiced _____
