

Instructions for Volunteer Hours Report

TOP OF BAR INFORMATION

Report Type – Individual Report, Group Report, Project Summary or Chapter Summary. Record the type of report in upper right above the Project Location & Description.

Chapter Name – Name of your chapter.

Project Leader – Trail boss, leader of this specific project. Put your name there if sheet is for recording your own individual information.

Agency Contact Person – Representative who is working with your chapter. i.e., DNR, USFS, WDFW.

Year – The year this project is being done in. Or, year individual is recording volunteer hours. The month and day are recorded in the Activity Date column.

Project Location & Description – Actual location of project and what was done. e.g., brushing, trail recon, water bar, packing, garbage packing, trailhead project; an educational clinic or class for members, public, 4-H, agency; a public meeting (identify what meeting was about.)

PROJECT INFORMATION

Volunteer Name or Individual Project Location– If group report or project summary, list the names of all volunteers. If individual reporting, list project location for each entry. Can record project description on the entire next 10” line.

Activity Date – Record the date(s) of specific activity.

Agency Code – Use the appropriate code listed at bottom of the Volunteer Hours Report sheet. These codes are also recorded on the Appropriate Codes sheet.

District – (see Appropriate Codes sheet.)

WORK HOURS

Basic Work – Trail maintenance brush clearing, work not requiring skilled labor \$15.00/hr.

Skilled Work – Hours of activities requiring skilled labor such as packing, carpentry, bridge construction, use of power equipment saws, chain saws, etc. \$25.00/hr.

Recon Work – Not requiring skilled labor. \$15.00/hr.

Trail Miles –Actual trail miles worked on for each project location. There is no dollar value assigned to this work. This is a new category for 2009 reporting. This new category will give a better picture of how many trail miles we actually worked on, improved, or maintained each season.

COMMUNITY SERVICE

Education/ LNT – Actual hours spent in preparation and conducting educational clinics, seminars, classes, and LNT Training. This entry assists the agencies in meeting their requirements for educational activities. \$15.00/hr.

Public Meeting – Actual hours spent in attending or presenting at public meetings relating to BCH activities or issues. \$15.00/hr.

Admin Service – Includes the scheduling, coordinating and planning work, rides within the chapter as well as coordinating rides with agencies and/or agency representative. The value is calculated as follows: 3% of the total hours at \$15.00/hr.

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MILES

Travel Time – Actual hours going from home to projects, work rides, educational or public meetings and back. \$15.00/hr.

Vehicle Miles – Actual personal vehicle miles traveled from home to projects, rides and back. \$.90/mile. Use this if **not** hauling stock. Otherwise, use next column.

Stock Hauling – Actual vehicle miles traveled with trailer and stock from home to projects, rides and back. \$1.10/mile. **Note:** Often several people will travel together using one trailer for several animals. In this case, **only** the driver is credited with stock hauling mileage. The passengers are credited only with travel time.

EQUIPMENT

Power Equipment – Total hours for power equipment used on projects, i.e., chain saws, power pruners, etc.

Heavy Equipment – Total hours for use of heavy equipment used on projects, i.e., backhoe, tractor, post drivers, etc.

Hourly Rate – Record the hourly rate of \$15.00 for power equipment or hourly rate of \$50.00 for heavy equipment.

STOCK USE

Stock Used - Number of pack and/or saddle animals used to complete a project.

Stock Days – Even if an animal is only use for part of a day, the time spent in travel and use should equal one day per animal. e.g., If 1 animal is used for 1 day that equals **one** stock day. Valued at \$50.00/day. If 2 animals are used for 1 day that equals **two** stock days. If 2 animals are used for 2 days that equals **four** stock days. Valued at \$100.00/day.

DONATION

Dollar Amount– Donations of money, material supplies, i.e., nails, gravel, etc. from chapter coffers, personal accounts or business accounts.

REPORTING

Mail, e-mail or give your Volunteer Hours sheet to the Volunteer Hours Coordinator.