

VOLUNTEER PROJECT REPORT

Must be sent to Ranger District after project work is completed

Project: _____

Project Dates: _____

Project Description: (trail clearing, packing, cleanup, etc.) _____

Project Location: (describe area, list trail numbers, and provide map, if appropriate) _____

Project Results: (miles cleared, amount packed, loads of gravel hauled, etc.) _____

Project Leader: _____ **Phone:** _____

Number of Workers directly involved with project: _____

Miles of trail traveled by each worker _____ **Total trail miles traveled by all workers** _____

Number of Stock actually used for project: _____

Miles of trail traveled by each head of stock _____ **Total trail miles traveled by all stock** _____

Total Project Reimbursement: \$ _____

ACTUAL WORK ROSTER

	Name	Emergency Phone Number	CPR/First Aid Qualified	Chainsaw Qualified	Crosscut Saw Qualified
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Mail, fax, or bring this sheet to the appropriate Forest Service contact at the Forest Service Ranger District Office where the project took place. (See contact list for phone, fax, and office addresses)

Volunteer Hours Guidelines for BCHMT

Project Information

The information under this category allows us to keep track of where the volunteer works was done and forward the information to the proper agency. The individual agencies in turn use the information to apply for funding. We are able to use the information to get forest service passes, and grant monies as well. Without proper documentation under Project Information we have no way to show where or how the work was done. Very important information!

- Contact Person: Person who belongs to the agency to whom you are dealing with.
- Project Leader: Person or Persons in the chapter leading the work party.
- Project Location: Exact description where the work was done. Example: Coleman Flats Trail, Keenes Horse camp, Forest service Road #2305. Etc.
- Project Description: Brief description of trail conditions and work that was done. (Try to include number of miles of trail work. If you used pack stock include cargo and weight.)
- Activity Date: Date the work was done.
- Agency Code: These codes indicate which agency gets credit for work hours, donations etc.
- District: Use a short abbreviation to help with the break down of where these hours were used, or write it on the work Sheet. Example: (Olympic Nation Forest of agency A) ONF

Trail Work *

Record these hours under the agency for which you spent the time. Trail work can be skilled or basic.

Basic:

- Trail Maintenance (cut, lop, clear, drainage) Prep work for skilled work.

Skilled:

- Packing, Carpentry, Bridge Construction, Teamster, Search and Rescue, Trail survey, GPS, Organization for major work parties.

What Counts:

- Trail and Trailhead clean up, Road Clean up,
- Trail work on public land or open private lands
- On site support or food prep for work parties
- Campground host if agency requested/required.
- Planning and Prep work for future work parties.

What Doesn't Count:

- Trail and trailhead clean up after yourself
- Trail work on your own property or other private property not open to the public.
- Campground host not requested or required.

Leave No Trace *

Always Record LNT under the agency L

What Counts:

- Rendezvous, Clinic, Seminars – LNT / Minimum impact planning and facilitation by the teacher.
- Attendance – Attending and Participation in education classes designated for LNT purposes.
- Presentations and / or articles written regarding LNT. (record hours spent in preparation of article)
- Teaching - LNT Clinics, Seminars and, Presentation to the public.

What Doesn't Count:

- Rendezvous / Clinics / Seminars – your attendance, working, judging and participation, unless you're the event teacher.
- Booths that do not have proper LNT displays should go under educational booths.

Education *

Always record Education under the agency E

What Counts:

- Clinics – Hosting education clinics put on for the public benefit. (Packing clinics etc...)
- Education Booths – Extensive public display of / or representation of the BCHW with interaction with the public.
- Chain Saw certification.
- Hosting an informational clinic for your chapter or speaking at another club.

What Doesn't Count:

- Attendance without participation in the efforts to help put on the clinic

Public - Meetings

Record these hours under the category under which they fall. (Example: If the meeting is a USFS Meeting Record under Agency A)

What Counts:

- Active participation at public meetings including; USFS, BLM, DNR, National Parks, State County and City Parks.
- Conference, meetings, seminars, relating to BCH Purpose and Objectives.
- Active participation at these meetings to include, speaking, interacting, taking notes for an upcoming newsletter or meeting.

What Doesn't Count:

- BCH chapter meetings are not considered public.
- Attendance without participating or interacting.

Public - Representation

Always record these hours under agency G.

What Counts:

- Time spent participating at a display booth representing BCHW
- Parades, Volunteering at a homeless shelter, etc....
- Time spent publicly representing the BCHW in a productive manner.
- Fund Raisers : as long as the public benefits example: ride (Raffles do not count)

What doesn't count:

- Parade prep time – unless your chapter is preparing an elaborate display
- Raffles, bakes sales, etc....

Administrative Service

Record the hours under the category. (Example: If you are working for Rendezvous, record the hours under agency R. If you prepared an article for LNT, record the hours under agency L)

What Counts:

- Newsletter Editor Hours
- Volunteer Hours Record Keeping
- Research for articles, or writing of an article to be published in a newsletter.

- Planning work shops. Example: Planning your volunteer work for the year.
- Planning calendar events that are open to the public

What doesn't count:

- Office positions: positions that you take voluntarily, President, Vice President, Secretary, Treasurer, etc.
- The time an Officer spends reporting to it's membership at a meeting. (Example, a volunteer coordinator or LNT person does not count the time they spend reporting to their chapter, unless it pertains to a presentation that is for education)

Using your Judgement: If you feel that what you are doing goes above and beyond the call of your position, then keep track of your hours. (Example normal secretarial job does not count, but if you were taking the time to put together new membership packet with all the proper information, those hours would count.) Record those hours under agency G.

Travel Time

Time you spend getting to and from your place of volunteering. See additional guidelines below.

Personal Vehicle Miles*

Log the miles that you drive to and from your place of volunteering under personal vehicle. If you are hauling stock, hauling heavy equipment, or a trailer of some sort, record your miles under stock hauling. You are to only record you miles under one or the other, Not both. If you drive ten miles to the barn and pick up your trailer and horses then drive 20 miles to the site you would then record 20 miles personal, and 40 miles stock hauling (round trip). If you are using your vehicle as a means to take crews to and from work points, count the miles that you drive to get your crew to there locations and back. Only the drive will get to claim personal vehicle miles. See additional guidelines below.

Personal Equipment*

Count only the hours that you use small power tools as skilled labor, however, if you carry them the entry time count all your time. If you are packing them on stock count them as cargo and only count the time that you use them but remember to count your entire stocks time. Chainsaw fuel, oil, and blades should be counted as cash donations. Prepping heavy equipment and loading it before you use it counts as skilled labor. Rental fees and fuel for heavy equipment should be counted under cash donations. Find out what the local rate of operation is to determine what you should put down as hourly rate for heavy equipment.

Small power tools etc.

- Chain Saws, Weed Whackers, Trimmers
- Mechanical wheel barrels, quads, Lawn mowers - to name a few.

Heavy Equipment:

- Tractors, trailers, dump trucks, saw mills, dozers, graders, Etc.

Stock

Count how many stock you used for however many days and the number of hours in each day.

Example: I used 2 Stock for 8 hours each, equals 16 total hours and 2 stock days. Keep track of the cargo that you're packing. Try to keep track of the miles. Of all the stock information that you can keep, Stock days are the most important. Each animal gets credit for one stock day.

- Be sure and include all cargo that you pack with your stock.
- When working with pack animals, hours are considered skilled.

Additional Guidelines for Trail Work & work Parties

- Members / Workers – Log your actual travel and work time. Driver logs miles
- All work / no ride – Log round trip travel, driver mileage, and actual work time.
- ½ work – ½ ride – log one-way travel and one-way driver mileage and actual work time.
- Ride with incidental work – Log just work time.
- Pack and & Saddle Stock Log work time And DAYS USED
- Make notes of the Cargo you are packing (Weight and Quantity)
- Make notes of Items that are donated, with estimated donation cost.
- Chain Saw use, etc... Log your actual work time.
- Record heavy equipment hours from the time you leave home etc. Record your miles hauling your heavy equipment under stock hauling miles.
- Use the going rate as an hourly rate for operating heavy equipment. Report rental fees for heavy equipment under equipment dollars.
- If you are working with an agency contact person make sure that he / she gets a copy of your work party report.
- Record hours in increments of (¼ .25) (½ .5) (¾ .75)

When in question as to what constitutes reportable hours, consider the following:

- Does the public benefit, or just the BCH?
- Is the travel and mileage within reasonable distance?
- Will any part of the contribution be compensated for in real Dollars? If so, by whom?
- Would an agency consider this reasonable?
- What was the intent of the event?

If you are ever in doubt, record your time spent regardless. You can always go back and ask questions later. If you put it aside till later, you may forget, and the time is lost.

