

Volunteer Hours Report Form Explanation.

AT A GLANCE

1. **Report Type:** Please check the one this sheet is intended for. (Individual or Group) (Does not apply if using excels or works sheet.)
2. **Project Year and Date:** Year that work is done. (Apply date in column.)
3. **Reporting Chapter:** Name of Chapter, (Make sure your chapter name is on everything you send me!! So I ensure you get proper credit)
4. **Chapter Leader:** Name of chapter person leading project.
5. **Agency Code:** Choose the appropriate code from the list of agency codes.
6. **District:** Shot abbreviation of area inside the agency (ONF – Olympic National Forest)
7. **Agency Contact Person:** Name of person representing agency & district.
8. **Project Name or Location:** Name or place where work was done.
9. **Description of work:** Brief abbreviated description of work. Example; Trail Bld, Pk Clinic. etc.
10. **Volunteer name:** Name of each individual on that volunteered.
11. **Chapter** (done on spread sheets): What chapter a person belongs to. (If a person belongs to another chapter, Please put in that persons chapter code and make a note to assure which chapter gets credit for the hours and that person gets credit for individual hours)
12. **Activity Date:** Date the work was done.
13. **Skilled Labor:** Actual hours for each activity such as packing, carpentry, bridge construction, etc.
14. **Trail Work:** Non-skilled labor for trail maintenance, prep time for upcoming jobs or events.
15. **LNT:** Actual hours spent teaching LNT, reports, seminars classes etc.
16. **Education:** Actual hours spent in preparation and conducting educational clinics, seminars, classes etc.
17. **Public Meetings:** Actual hours spent in actively attending or presenting at public meetings relating to BCH Activities or issues.
18. **Administrative Service:** Service preformed doing operational tasks, literature etc.
19. **Travel Time:** Actual hours going to & from projects, educational or public meetings.
20. **Personal Vehicle Mileage:** Actual personal vehicle miles from home to projects, education or public meetings and back. Only drive can claim miles.
21. **Stock Hauling:** Actual Miles using your truck and/or Trailer rig to haul animals AND/OR Heavy equipment etc. to projects and back. Only Driver can claim miles.(You can claim either stock hauling or personal miles but not both, unless you trip has both then claim the actual miles you hauled your stock/equipment, and the miles you used your personal vehicle.) (example: 20 personal miles to and from barn and 60 stock miles to and from site.)
22. **Power Equipment:** Total actual used hours for personally owned power equipment used on projects. I.e. Chainsaws, power pruner's., weed whackers.
23. **Heavy equipment:** Total comparable local daily or hourly rate foe heavy equipment used on projects. I.e. tractors and post drivers, backhoes, etc. (Included rental price under donations.)
24. **Donations or chapter materials used:** Donations of money, material, from chapter coffers, personal accounts or business accounts i.e. nails gravel, supplies etc.
25. **Pack and Saddle Stock Used:** Number of animals, hours and, days used to complete a project. Include cargo you haul. **Each animal gets a stock day credit.**
26. **Totals:** Total of all columns.