

BCHA Volunteer Report Form
Revised May 2009
Notes for Forms

With this form, the summary sheet (1st tab at bottom of sheet) is 2 pages. The second page which has the totals from the first page translated into dollars is to the right of the primary spread sheet. It begins at column **AA** line **1**. Both pages will print on **letter** size paper. You need to change the print area for the printing of each page. Highlight the area you want to print, then under **Page Layout** click on **Print Area**, menu box drops down, click on **set print area**. Repeat this step for both pages.

The Project 1 (2nd tab and rest of tabs at bottom of sheet) will also print on letter size paper. With the summary pages set the print area for each page separately.

The files on the CD are “read-only” files and need to be copied into your hard drive, in order to work with the forms.

There are 14 sheets (tabs at the bottom of the form) for each event within a chapter. If you need more sheets, i.e. your chapter has more than 10 events in a year, you can add sheets by right click on last tab, (name your project – 10). Click on Move or Copy, Click on (move to end) at bottom of list. Check box at bottom that says Create a Copy. Click ok. To rename the tabs to the name of the event or project, right click on tab at bottom, Click on rename, tab will highlight and then type the name you want to give the event or project. Hit enter when done and the tab will be renamed.

There are formulas entered into the cells which help calculate the numbers. If a number that you enter into one of the cells is incorrect or you want to change it for some reason, do not use the delete key, as this will also delete the formula. Instead use the undo typing command in the edit menu, which will undo what was entered in the cell but not the formula.

Explanation of Sections on BCHA Volunteer Report

Report Type – Individual Report, Group Report, Project Summary or Chapter Summary.

Project Date – dates or date of this reported service.

Reporting Name - Who is this report for – individual's name or chapter/unit name.

Chapter Leader – trail /project boss.

Agency and District – see codes below

Agency Contact Person – representative working with your chapter.

Project Name – actual project name, educational clinic, seminar, public meeting, etc.

Project Location – where is it?

Description of Work – trail project, is it brushing, trail recon, water bar, packing, garbage packing, trailhead project, how many trail miles, etc. Is this an educational clinic or class for members, public, 4-H, agency, etc.? Is this a public meeting, what about?

Volunteer Name(s), Agency or Chapter – If group report or project summary, list the names of the volunteers. If a summary, the chapter/unit name or the agencies. If individual, list agency project for each entry.

Activity Date – The dates (start and stop) for this entry.

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

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

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

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

Administrative Work – 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

Trail Miles –This is a new category for 2009 reporting. Actual trail miles worked on over the season are reported here. There is no dollar value assigned to this work. This new category will give a better picture of how many trail miles we actually work on/improve/maintain each season.

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

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

Stock Hauling Mileage – 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, one person (the driver) is credited with stock hauling mileage. The passengers are credited only with travel time.

Power Equipment Hours – Total hours for power equipment used on projects, ie, chain saws, power pruners, etc. Use local rate or if unknown can use BCH rates.

Heavy Equipment Hours – For use of heavy equipment used on projects, ie, backhoe, tractor, post drivers, etc. Use local rate or if unknown use BCH rates. In calculating the rate of power equipment or heavy equipment an additional \$3.00/hour should be added to the rate calculation.

Donations, Dollars or Materials Value – Donations of money, material supplies (nails, gravel, etc.) from chapter coffers, personal accounts or business accounts.

Quantity Stock (Pack and Saddle) – Number of animals used to complete a project.

Number of 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. If 2 animals are used for one day that equals 2 stock days. If 2 animals are used for 2 days that equals 4 stock days. Valued at \$100.00/day

Each chapter can use this form, summarizing on the first sheet, which can be forwarded to whoever is compiling all the state chapters into a state summary. After the state summary is created, it can be forwarded to Nick Martinez, (ennicolas@earthlink.net) or by mail on a disk.

Hoping this is getting easier to do with each passing year. And as always, appreciate any input or suggestions on how to improve this form.

Agency Code

A	USFS
B	State DNR
C	State Parks and Hwys
D	National Parks
E	Education
F	Dept of Fish and Wildlife
G	Other
L	LNT training
M	BLM
N	US Fish and Wildlife
O	US COE
R	Rendezvous
T	Timber, Private
W	County