



Volunteer Hours Reporting Guide

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Overview

Volunteerism is one of the most important activities Back Country Horsemen can use in our effort to perpetuate enjoyable common sense use of horses in the backcountry. A central point of our mission statement is to assist government agencies in maintenance and management of public lands.

By using our time and resources, we help insure that public land remains open to recreational stock use by earning a seat at the table where we can influence the decisions concerning access to public lands by pack and saddle stock users.

The value of being able to speak with public lands managers from the position of having provided volunteer service cannot be overstated whether it is on the local ranger district or in Washington D.C.

However, the hours and value of volunteer service by Back Country Horsemen is consistently underreported. It is up to us at the chapter level to track and report our service. Each chapter should appoint a Volunteer Hours Coordinator (VHC) or committee responsible for reporting the hours members work and other expenses that they incur during their service.

Reporting

BCHA has provided an MS Excel spreadsheet to all the state organizations to facilitate and standardize the volunteer reporting process. Download from the BCHA website¹. Some states track hours and expenses to individuals. This is valuable for recognizing individual accomplishments; however, it makes tracking more complicated. Here in Colorado we have decided to track hours to projects.

A project is a volunteer effort by one or more individuals that aids a governmental agency in the maintenance or management of public lands. It includes trail projects, facility maintenance and attendance at planning meetings and educational sessions as well as the hours spent working.

It is important to record all the resources used, transportation costs and livestock use as well as the time devoted to a project.

Use the following table as a guide in completing the columns provided in the spreadsheet.

Project Sheets

Project sheets are designed to be used in several ways. The VHC is able to record the volunteer effort of the organization on these sheets. The VHC can create as many Projects Sheets as necessary throughout the year. See Appendix A.

1. Track the effort of a number volunteers who worked on a particular project. (Preferred)
 - Typically completed by the project leader and turned into the VHC.
 - Complete the information at the top of the form
 - Chapter Name
 - Project Leader
 - Agency Contact
 - Project Description
 - List each participant in the project and their individual contribution to the project
 - Work hours

¹ http://www.backcountryhorse.com/Collecting_Volunteer_&_Education_Hours_.html

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- Travel time to get to and from the project site
 - Miles driven in personal vehicles
 - Miles hauling stock to and from the project site
2. Summarize the effort on a particular project. The VHC enters the project totals reported by the project leader (i.e. total hours for all volunteers, total mileage, stock usage etc.).
 3. Aggregate the effort of a number of volunteers working on several minor projects. Typically this is the effort reported by individuals directly to the VHC.

Project Information	Volunteer Name or Individual Project Location	Name of the individual in charge and responsible for reporting on the project.
	Activity Date	Date(s) of the project or individual effort
	Agency Code²	Federal or State Agency supported by the project.
	District	Short abbreviation of area inside the agency (i.e. Ranger District)
Work Hours	Basic	Trail maintenance brush clearing, work not requiring skilled labor, etc.
	Skilled	Work requiring skilled labor such as packing, carpentry, bridge construction, use of power equipment saws, chain saws, etc
	Trail Miles³	The total miles of trail cleared in a trail maintenance project. This should be reported once for a trail project as the aggregate total accomplished.
	Recon Work	The hours ridden in advance planning a trail project to determine the level of effort required.
Community Service	LNT/Education	Actual hours spent teaching preparing and conducting educational clinics, seminars, classes LNT, reports, seminars classes etc.
	Public Meetings	Actual hours spent in actively attending or presenting at public meetings relating to BCH Activities or issues.
	Administrative Service	Actual hours spent scheduling, coordinating and planning work rides within the chapter as well as coordinating rides with agencies and/or agency representatives.

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

³ This was 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 BCHA volunteers actually work on/improve/maintain each season.

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Miles	Travel Time	Actual hours going to & from projects, educational or public meetings
	Personal Vehicle	Actual personal vehicle miles from home to projects, educational or public meetings and return – only driver can claim miles.
	Stock Hauling	Actual miles using a truck and/or trailer rig to haul animals AND/OR Heavy equipment etc. to projects and back. Only Driver can claim miles. (Claim either stock hauling or personal miles but not both, unless the project has both then claim the actual miles hauling stock/equipment and the miles using personal vehicles.)
Equipment	Power Equipment	Total actual hours using personally owned power equipment on projects (i.e. Chainsaws, weed whackers, mixers etc.)
	Heavy Equipment	Total hours charged at hourly rate for heavy equipment used on projects. (i.e. Tractors, Post Drivers, Backhoes etc.)
	Hourly Rate	Total at local daily or hourly rate for heavy equipment used on projects. (Value not transferred to summary sheet.)
Stock Use	Stock Used	Number of livestock used to complete a project.
	Stock Days	The number of animals times the number of days used. 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.)
Donations		Donations of money or materiel from chapter coffers, personal accounts or business accounts (i.e. nails gravel, supplies etc.)

Guidelines for Reporting

Trail Work

Record trail work 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 clearing and Trailhead clean up, road clean up
- Trail work on public land or open private lands
- Onsite 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

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- Trail work on your own property or other private property not open to the public
- Campground host not requested or required

Leave No Trace/Education

Record LNT under the agency L and Education under the agency E.

What Counts:

- Clinics, Seminars, Rendezvous – Planning and facilitation by the teacher
- Clinics, Seminars, Rendezvous – Hosting (working, judging and setup) clinics put on for the public benefit (Packing clinics etc...). Do not include attendance time as student.
- Presentations and/or writing articles regarding LNT or other educational topics (record hours spent in preparation of article)
- Teaching – Clinics, Seminars and Presentations to the public;
- Education Booths – Public display or representation of the BCHA interaction with the public
- Chain Saw certification
- Hosting an informational clinic for your chapter or speaking at another organization

What Doesn't Count:

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

Community Service

Public Meetings and BCH Public Representation

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
- Time spent participating at a display booth representing Back Country Horsemen of America
- Parades, volunteering at a homeless shelter, etc.
- Time spent publicly representing the BCHA in a productive manner
- Fund raisers: as long as the public benefits example: Poker ride

What Doesn't Count:

- BCH chapter meetings are not considered public
- Attendance without participating or interacting
- Parade prep time - unless your chapter is preparing an elaborate display
- Raffles, bake sales, etc.

Administrative Service

What Counts:

- Newsletter Editor Hours
- Volunteer Hours Record Keeping
- Research for articles, or writing of an article to be published in a newsletter
- Planning workshops. Example: Planning your volunteer work for the year
- Planning calendar events that are open to the public

What Doesn't Count:

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

Travel Time

Time spent getting to and from the volunteer location.

Personal Vehicle Miles

Log the miles driven to and from the volunteer location under personal vehicle. If you are hauling stock, hauling heavy equipment, or a trailer of some sort, record your miles under stock hauling. You should only record your 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 their locations and back. Only the driver records the personal vehicle miles.

Personal Equipment

Log the hours that small power tools are used. However, the time carrying equipment to the location counts as unskilled work. 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.

Small power tools etc.

- Chain Saws, Weed Whackers, Trimmers
- Mechanical wheel barrels, quads, Lawn mowers etc.

Heavy Equipment:

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

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.

Stock

Count how many stock are used for however many days; any part of a day counts as one whole day. For example: 2 pack or saddle stock used for 8 hours each, equals 2 stock days.

You can keep track of the cargo packed and also track the miles. Of all the stock information that you can record about stock use, the Stock Days are the most important.

- 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 stock days used
- Make notes of Items that are donated, with estimated donation cost
- Chain Saw use, etc. – log your actual work time

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- 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 1 hour

In doubt about 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?

Summary Sheet

The Summary Sheet is used by the VHC to compile the annual chapter report to BCHCO. Copy the values in the total row from each project sheet compiled throughout the year and paste the values into the rows of the summary sheet under the appropriate column heading. (NOTE: In MS Excel copy and use the Paste Special to paste only the values, not formulae) Complete the other relevant information. See Appendix B.

Volunteer Name (or Other Reference Number)	Name of the individual in charge and responsible for reporting on the project
Chapter	Name of Chapter
Project Date	Date(s) of the project
Agency Code	Federal or State Agency supported by the project (USFS, BLM, NPS etc.)
District	Short abbreviation of area inside the agency (i.e. Ranger District)
Contact Person	Name of person representing agency & district

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Appendix B: Summary Sheet

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V											
Backcountry Horsemen of America Volunteer Hours Report Four Corners Back Country Horsemen Revised May 2009																																
6	State or Chapter Summary	Project Date	Agency Code	Dur.	Context Person	Trail Work		Work Hours - People		L.N.T.			Public			Admin.			Travel			Transportation			Perennial Equipment/Hours			Horse & Molar			Description Of Work	
7						Basic	Skilled	Trail/Mile	Recm.	Educ.																						
8																																
9																																
10																																
11																																
12																																
13																																
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28																																
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33																																
34																																
35																																
36	Totals					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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Summary Report

The summary report (Summary Sheet: Columns AA::AJ) is automatically compiled from the information copied to the summary sheet from the project sheets. For this to work properly, none of the formulae in the total rows should be altered by the user.

	P1 Totals	Rate per hour/mile	Total Value
Total Basic Hours	0	\$5.00	\$0.00
Total Skilled Hours	0	\$25.00	\$0.00
Total Trail Recon	0	\$5.00	\$0.00
Total LNT - Education	0	\$5.00	\$0.00
Total Public Meeting	0	\$5.00	\$0.00
Total Administrative Serv	0	30c/hr + \$5.00	\$0.00
Total Travel Time	0	\$5.00	\$0.00
Total Hours	0		
Total Trail Miles	0		
Personal Vehicle	0	\$30/mile	\$0.00
Stock Hauling	0	\$15/mile	\$0.00
Total Miles	0		
Power Equipment	0	\$22.00/hr plus \$3.00/hr	
Heavy Equipment	0	\$76.00/hr plus \$3.00/hr	
Total Hours	0		
Total Stock (Pack and S)	0		
Total Stock Days	0	\$100.00/day	\$0.00
Total Donations	\$0.00		\$0.00
			\$0.00

Summary Report with Formulae displayed:

	P1 Totals	Rate per hour/mile	Total Value
Total Basic Hours	=SUM(C34)	\$5	=SUM(ACT7*5)
Total Skilled Hours	=SUM(C35)	25	=SUM(ACT25)
Total Trail Recon	=SUM(C36)	\$5	=SUM(ACT15)
Total LNT - Education	=SUM(C37)	\$5	=SUM(ACT15)
Total Public Meeting	=SUM(C38)	\$5	=SUM(ACT15)
Total Administrative Service	=SUM(C39)	30c/hr + \$5.00	=SUM(AC20.03*5)
Total Travel Time	=SUM(C40)	\$5	=SUM(ACT7*5)
Total Hours	=SUM(ACT7-AC13)		
Total Trail Miles	=SUM(C41)		
Personal Vehicle	=SUM(C42)	\$30/mile	=SUM(ACB7*3)
Stock Hauling	=SUM(C43)	\$15/mile	=SUM(ACB7*1)
Total Miles	=SUM(AC18-AC19)		
Power Equipment	=SUM(C44)	\$22.00/hr plus \$3.00/hr	
Heavy Equipment	=SUM(C45)	\$76.00/hr plus \$3.00/hr	
Total Hours	=SUM(AC22-AC23)		
Total Stock (Pack and Saddle)	=SUM(C46)		
Total Stock Days	=SUM(C47)	\$100.00/day	=SUM(AC27*100)
Total Donations	=SUM(C48)		=SUM(AC30)
			=SUM(AE7-AE30)