

Explanation of Sections on Volunteer Report

(From BCHA website, rev for BCHC by Dan Horn 2/20/12)

New items for 2012 are in Red

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

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

Project Leader – trail /project boss.

Agency Contact Person – representative working with your chapter.

Project Date – dates or date of this reported service

Agency and District – see codes below

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?

Basic Labor – Trail maintenance brush clearing, work not requiring skilled labor. (includes, cooking time, camp time, GU/LNT clean up time, general attendance at Rendezvous and BCHC events. **Do Not Include Sleeping Time.** (Basic Labor is the catch all for things you don't see fitting in other categories.)

Skilled Labor – Hours of activities requiring skilled labor such as packing, carpentry, bridge construction, use of power equipment saws, chain saws, cross cut saw, GPS, etc. (This is labor only, tool use time is reported under Power Tools.)

Trail Recon Work – Not requiring skilled labor. (Trail Condition reports, etc.)

Trail Miles –**New for 2012, there are two categories.** 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. (Miles of trail actually cleared)

Wilderness Miles—Only those miles cleared in a Wilderness Area.

Trail Miles—All other miles cleared.

It is recommended to use a GPS coordinating system from trailhead to the junction to another trail. If a GPS is not available, use a "best estimate" of distances cleared. When a portion of a trail has been previously cleared or worked on needs additional work or maintenance, that section should be counted

each time it is worked on. If you are able to ride a certain distance on a trail before coming upon downed trees or other obstacles that make the trail impassable and that area is worked on, then figure the distance from the trail head to the completed area cleared. (BCHA newsletter, Spring 2010, page 6)

Contacts- How many people did you talk to? (People you personally talked to and provide information about BCHC, flyers, how to join.)

Education – New for 2012, there are two categories.

Teach Class--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.) This is planners, instructors and presenters.

Attend Class-- This is for reporting member attendance at educational clinics, seminars, classes, and LNT Training.

Admin—Prep/Coord-- This is all paper work, office work, computer work, filling out volunteer reports, craft work, treasurer reports, news letter and meeting minutes

Public Meetings – Actual hours spent in attending or presenting at public meetings relating to BCH activities or issues. **Unit meetings, State meetings, Board meetings and committee meetings.**

Administrative Service – Includes the scheduling, coordinating and planning work rides within the unit as well as coordinating rides with agencies and/or agency representative. The value is calculated as follows: 3% of the total hours (automatically calculates)

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

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.

NOTE: Often several people will travel together in one vehicle. In this case, one person (the driver) is credited with mileage. The passengers are credited only with travel time.

Stock Hauling Mileage – Actual vehicle miles traveled with trailer and stock from home to projects, rides and back.

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.

Note: Mileage is either Personal Vehicle or Stock Hauling --NOT both.

Power Equipment Hours – Total hours for power equipment used on projects, i.e., chain saws, power pruners, etc. Use local rate or if unknown can use BCH rates. (This is Rental Rates for tools, report hours of tool use even if you own tool.)

Heavy Equipment Hours – For use of heavy equipment used on projects-- backhoe, tractor, etc. Use local rate or if unknown use BCH rates. **{This is Rental Rates for equipment, report hours of equipment use even if you own equipment.}**

In calculating the rate of power equipment or heavy equipment an additional \$3.00/hour should be added to the rate calculation.

Stock Used—Number of stock used **(Saddle and Pack)**

Stock Days—Number of days that stock were used **(1 day for each head of stock)**

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