

# How to fill out a W/ R Report Form

By Dan Horn



Howdy I'm back again to give you some detail about filling out **Wilderness Rider Report Forms.**

Below is a refresher on definitions

1	A	B	C	D	E	K	L	M	N	O	P	Q	R	S					
2	Name:	Your name, Location Agency Contact Person										Date/Year:							
3	Location:	Send to C. Johnen 18832 State Highway 49 Plym										Field Work							
4	Agency Contact Person:	copies to: C. Johnen, Agency Contact, a										Check one of these							
5	Agency		District																
6	Agency & or District											Contacts: How many people did you talk to about BCHC or GU/LNT							
8	Basic Work	Skilled Labor	Wilderness Miles	Trail Miles	Recon. Work	Teach Class	# of contacts	Attend Class	Prep/Coord.	Public Meeting	Admin Service	Travel Time	Personal Miles	Stock Hauling	Heavy Equip	Other Equip	Stock Used	Days	Amount
9	Work	Work	Miles	Miles	Work	Class	#	Class	Coord.	Meeting	Service	Time	Miles	Hauling	Equip	Equip	Used	Days	Amount
10	\$21.36	\$30.00	#	#	\$21.36	\$21.36	#	\$21.36	\$21.36	\$21.36	0.00	\$21.36	\$21.36	\$21.36	\$28.00	\$81.00	0.00	0.00	0.00
11																			
12																			

**Basic Work:**  
This is everything from paper work to loading the truck, cooking, camp time, shoveling manure, GU/LNT, general attendance time at BCHC events and etc. **DO NOT INCLUDE SLEEPING TIME**

**Skilled Labor:**  
Chain saw, power tools, packing stock, construction, etc. Hours for operator of equipment

**Trail Miles:**  
Miles of trail cleared.  
Separate Wilderness miles from all other miles.

**Teaching Class:**  
Actual hours spent preparing and conducting educational clinics, seminars, classes and GU/LNT training.

**Attend Class:**  
Seminars, Clinics, GU/LNT Training

**Hours:** Doing Office Work, Treasurer Reports, Typing Minutes, Volunteer Reports. Generally any paper work

**Public Meeting:**  
Relating to BCHC activities or issues

Still with me?  
Lets move on.

**Wilderness Rider Project Report Form**

2 Name: \_\_\_\_\_

3 Location: \_\_\_\_\_

4 Agency Contact Person: \_\_\_\_\_

5 Agency \_\_\_\_\_ District \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

Education Workshop: Check subjects covered.

20 Gentle Use/LNT Principles discussed:

21 \_\_\_\_\_

22 \_\_\_\_\_ Plan Ahead and Prepare \_\_\_\_\_ Properly Dispose of Waste \_\_\_\_\_ Leave What You Find \_\_\_\_\_ Respect Wildlife

23 \_\_\_\_\_ Travel & Camp on Durable Surfaces \_\_\_\_\_ Minimize Campfire Impacts \_\_\_\_\_ Respect Other Visitors

24 \_\_\_\_\_

25 General Description of Event:

26 \_\_\_\_\_

27 \_\_\_\_\_

28 \_\_\_\_\_

29 \_\_\_\_\_

30 Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

31 \_\_\_\_\_

32 \_\_\_\_\_

33 \_\_\_\_\_

34 \_\_\_\_\_

35 \_\_\_\_\_

36 \_\_\_\_\_

Notes

Education Workshop: Check subjects covered.

Travel Time: Actual hours driving to and from event

Power Equip: Saws, Chainsaw etc

Heavy Equipment: This is tractors, backhoes ect. Log hours even if you own equipment. This is rental rate for your area. Not Labor

Personal Miles: This is for person driving

Stock Hauling: This is for vehicle towing trailer

Stock Used: Number of stock you took with you


Donations: Money Or Material Value

Stock Days: Number of days you were out with stock, one day for each head of stock.



Tell what Event was about

	Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Donation
						#	\$100	\$
	\$21.36	\$0.90	\$1.10	\$26.00	\$81.00			
	0.00	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00	0.00			
	0.00	0.00	0.00	0.00	0.00			

Lost are ya



Come on,  
We'll get you  
straightened out



Remember the  
Switchboard?

Figure 1

The screenshot shows a web browser window displaying an Excel spreadsheet. The spreadsheet is titled "Wilderness Rider Summary Sheet" and contains several hyperlinks in a grid layout:

<a href="#">Summary Sheet</a>	<a href="#">Wilderness Rider Summary Sheet</a>
<a href="#">Directions</a>	<a href="#">Wilderness Rider Instructions</a>
<a href="#">Definitions_Rates</a>	
<a href="#">LNT - Education Instructions</a>	

The word "Welcome" is written in a large, white, serif font in the center of the spreadsheet. A yellow callout box with the text "Click on Wilderness Rider Summary Sheet" has a yellow arrow pointing to the "Wilderness Rider Summary Sheet" link. The browser's address bar shows the URL "http://media.tripod.lycos.com/1849348/1589583.xls". The Windows taskbar at the bottom shows the "start" button and several open applications, including "How to report Volunt...", "BCHC Forms - Windo...", and "http://media.tripod.ly...". The system clock shows "6:35 PM".



Figure 2

The image shows a Microsoft Excel spreadsheet with a form for a Wilderness Rider Report. The form includes fields for Name, Location, Agency Contact Person, Agency, Date/Year, Field Work, and Educational Works. There are also tables for Equipment and Stock Use, and a section for Gentle Use/LNT Principles discussed. A blue cloud with a cartoon cowboy character and the text "This is Wilderness Rider Report 1" is overlaid on the spreadsheet. A yellow box labeled "Tabs" points to the worksheet tabs at the bottom of the Excel window, which include "Wilderness Rider Instruction", "Wilderness Rider Summary", "Wilderness Rider Report 1", "Wilderness Rider Report 2", and "Wilderness Rider Report 3". Another blue cloud contains the text "Let's start with naming each Report."

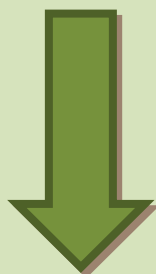


Figure 3

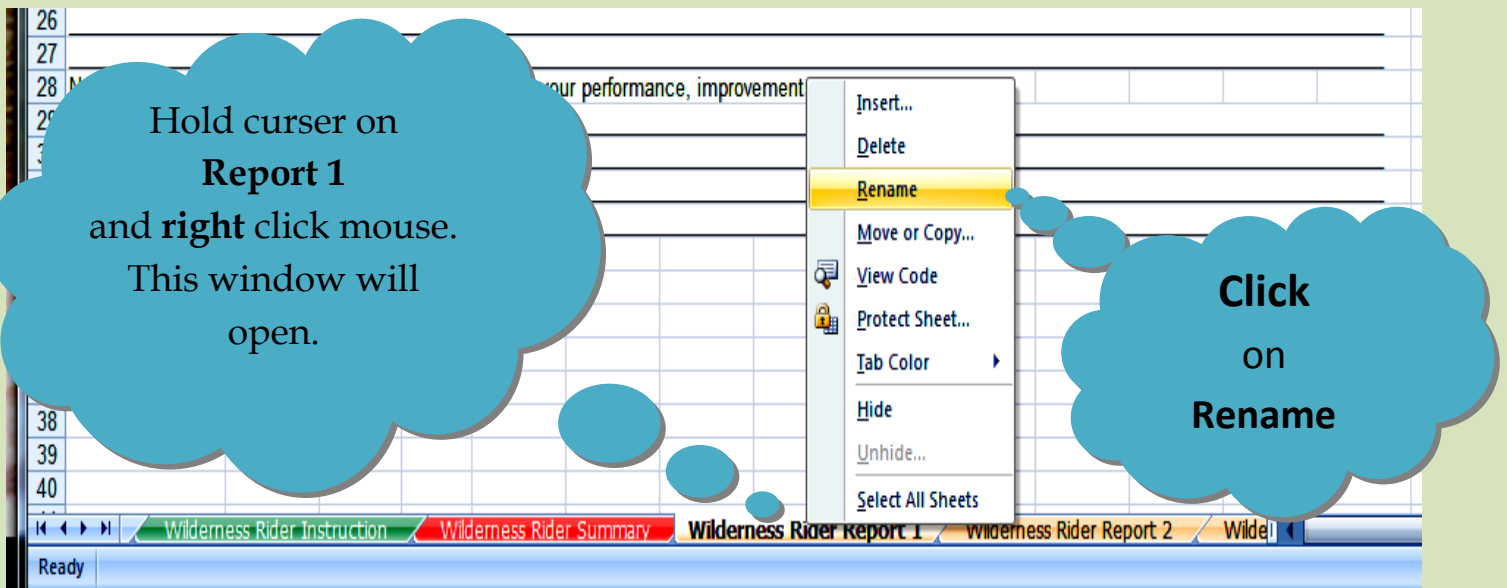


Figure 4

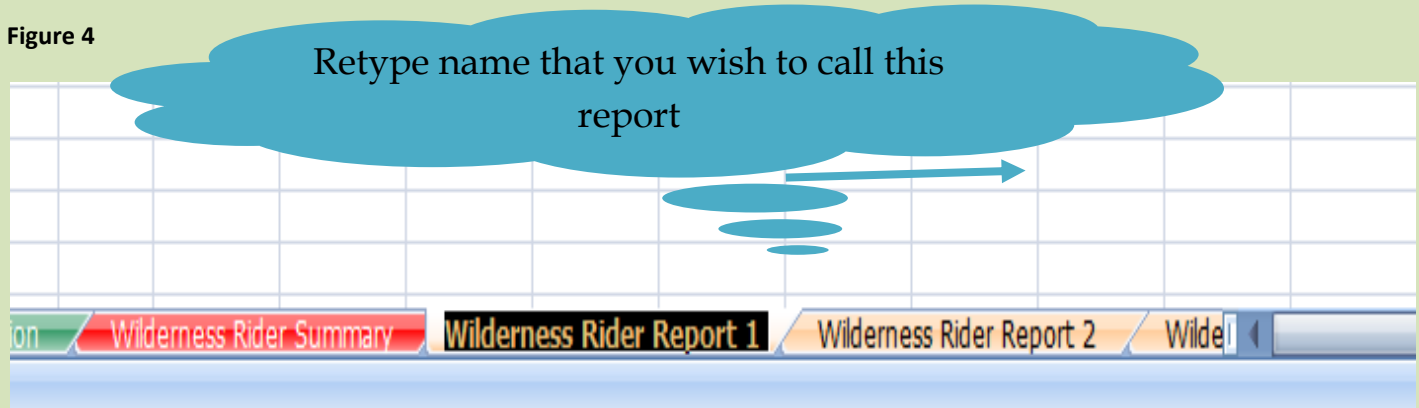
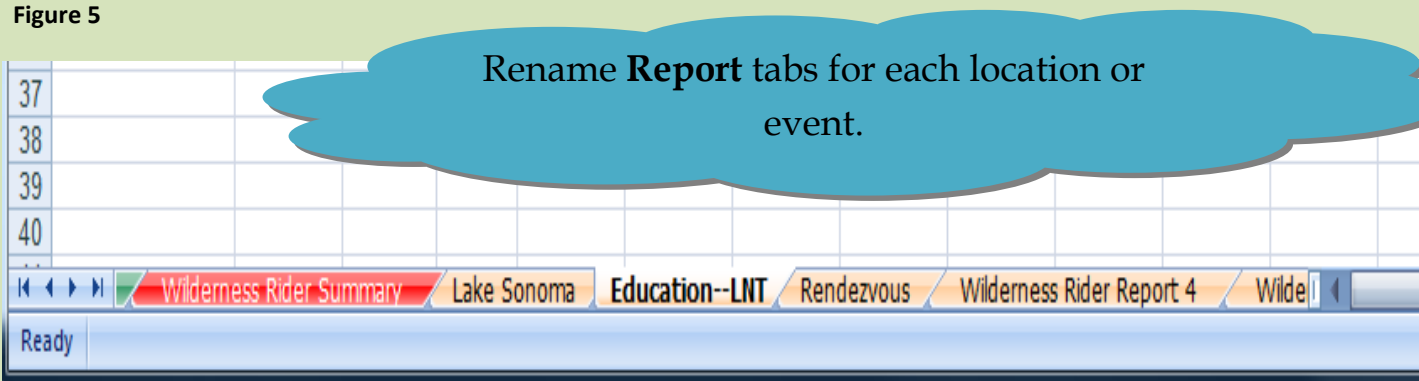


Figure 5



# Field Work Report

This report I have renamed Lake Sonoma.  
This Report is for Wilderness Rider related activities only.

Figure 6

Name: <b>Dan Horn</b>		<b>Wilderness Rider Project Report Form</b>										Date/Year: <b>2012</b>							
Location: <b>Lake Sonoma</b>		Send to C. Johnen 18832 State Highway 49 Plymouth, CA 95669 <a href="mailto:Cjubilee@comcast.net">Cjubilee@comcast.net</a>										X Field Work							
Agency Contact Person: <b>Joel Miller</b>		copies to: C. Johnen, Agency Contact, and Unit										Educational Workshop							
Agency: <b>0</b>	District:																		

Work					Education			Admin	Meetings	Travel				Equipment		Stock Use		Donation
Basic Work	Skilled Work	Wilderness Miles	Trail Miles	Recon. Work	Teach Class	# of contacts	Attend Class	Prep/Coord.	Public Meeting	Admin Service	Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
\$21.36	\$30.00	#	#	\$21.36	\$21.36	#	\$21.36	\$21.36	\$21.36	%	\$21.36	\$0.90	\$1.10	\$28.00	\$81.00	#	\$100	\$
3	3		2	2						11.00	1		60	3		2	2	
2	3		1							6.00	1		60	2		2	3	
2	6									9.00	1		60			3	3	
										0.00								
										0.00								
7.00	12.00	0.00	3.00	2.00	0.00	0.00	0.00	0.00	0.00	26.00	3.00	0.00	180.00	5.00	0.00	7.00	8.00	0.00

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

Gentle Use/LNT Principles discussed:

<input type="checkbox"/> Plan Ahead and Prepare	<input type="checkbox"/> Properly Dispose of Waste	<input type="checkbox"/> Leave What You Find	<input type="checkbox"/> Respect Wildlife
<input type="checkbox"/> Travel & Camp on Durable Surfaces	<input type="checkbox"/> Minimize Campfire Impacts	<input type="checkbox"/> Respect Other Visitors	

General Description of Event:

June 8-- Cleared 2 miles of trail, trimming brush and downed trees July 10-- Cleared 1 mile of trail Aug-4 Packed in fence materials for Agency

Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

On the first line, I went out for an 9 hour day, including travel, tack time and time on trail. I rode on trail for 5 hours total. 3 hours of time on trail, I cleared brush and downed trees with chain saw (**Skilled Work**). I cleared 2 miles of trail (**Trail Miles**). 2 hours I rode just checking trail (**Recon/Trail Work**). (**Travel Time**) is 1 hour. The balance of my 8 hour day, (**Basic Work**) is 3 hours. I used the chain saw and pole saw for 3 hours (**Power Equip**). I had a saddle mount and a pack stock (**Stock Used**) with me for the day (**Stock Days**). Each stock used gets a day.

All hours entered will **Automatically** go to unit hours W/R Summary and Unit Summary Sheets. Only one entry is necessary.

This area is to describe each activity.

Now you don't need to write a college term paper, but this is info that Ken needs to see for **W/R of the Year** choice.

Figure 7

General Description of Event:											
<p>June 8-- Cleared 2 miles of trail, trimming brush and downed trees July 10-- Cleared 1 mile of trail Aug-4 Packed in fence materials for Agency</p> <p>Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.</p>											
Wilderness Rider Instruction		Wilderness Rider Summary		Wilderness Rider Report 1			Wilderness Rider Report 2		Wilderness Rider Report 3		Wilderness
Covered Page: 1 of 1											



Lets try another one

More notes if you need to explain in more detail.





# Rendezvous Report

Figure 9

Name: <b>Dan Horn</b>		<b>Wilderness Rider Project Report Form</b>										Date/Year:		
Location: <b>Rendezvous</b>		Send to C. Johnen 18832 State Highway 49 Plymouth, CA 95669 <a href="mailto:Cjuble@comcast.net">Cjuble@comcast.net</a>										Field Work		
Agency Contact Person:		copies to: C. Johnen, Agency Contact, and Unit										<input checked="" type="checkbox"/> Educational Workshop		
Agency	<b>Rendezvo</b>	District												

Work					Education			Admin	Meetings	Travel			Equipment	
Basic	Skilled	Wilderness	Trail	Recon.	Teach	# of	Attend	Prep/	Public	Admin	Travel	Personal	Stock	Power
Work	Work	Miles	Miles	Work	Class	contacts	Class	Coord.	Meeting	Service	Time	Miles	Hauling	
\$21.36	\$30.00	#	#	\$21.36	\$21.36	#	\$21.36	\$21.36	\$21.36	%	\$21.36	\$0.90	\$1.1	
					2	10	12			24.00	8	400		
										0.00				
										0.00				
										0.00				
										0.00				
0.00	0.00	0.00	0.00	0.00	2.00	10.00	12.00	0.00	0.00	24.00	8.00	400.00		
A. USFS	C. State Parks & Hwys				E. Education			G. Other			M. BLM			
B. State DNR	D. National Parks				F. Dept. Fish & Wildlife			L. LNT			N. US Fish & Wildlife			

Gentle Use/LNT Principles discussed:

<input type="checkbox"/>	Plan Ahead and Prepare	<input type="checkbox"/>	Properly Dispose of Waste	<input type="checkbox"/>	Leave What You Find
<input type="checkbox"/>	Travel & Camp on Durable Surfaces	<input type="checkbox"/>	Minimize Campfire Impacts	<input type="checkbox"/>	Respect Other Visitors

General Description of Event:

April 1 thru 3-3 days at Rendezvous, 2 hours teaching a class, 10 contacts, 12 hours viewing other classes. Balance helping o

Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

Here is 3 days at Rendezvous (80 Hours portal to portal)(. **8** hours **Travel Time**(4 hrs each way). **2** hours teaching class (**Teach Class**). **10** contacts in class (**Contacts**). **12** hrs in viewing different classes (**Attend Class**). Balance of trip **29** hours (**Basic Work**).

**Total Logged Time  
56 Hours**

**I DID NOT INCLUDE  
SLEEPING TIME**

Describe duties at Rendezvous

Renamed tab



# Education Report

Figure 10

Name: <b>Dan Horn</b>		<b>Wilderness Rider Project Report Form</b>										Date/Year: <b>2012</b>							
Location: <b>Lake Sonoma</b>		Send to C. Johnen 18832 State Highway 49 Plymouth, CA 95669 <a href="mailto:Cjubilee@comcast.net">Cjubilee@comcast.net</a>										Field Work							
Agency Contact Person: <b>Joel Miller</b>		copies to: C. Johnen, Agency Contact, and Unit										<input checked="" type="checkbox"/> Educational Workshop							
Agency: <b>Int</b>	District:																		

Work					Education			Admin	Meetings		Travel			Equipment		Stock Use		Donation
Basic	Skilled	Wilderness	Trail	Recon.	Teach	# of	Attend	Prep/	Public	Admin	Travel	Personal	Stock	Power	Heavy	Stock	Stock	Dollar
Work	Work	Miles	Miles	Work	Class	contacts	Class	Coord.	Meeting	Service	Time	Miles	Hauling	Equip	Equip	Used	Days	Amount
\$21.36	\$30.00	#	#	\$21.36	\$21.36	#	\$21.36	\$21.36	\$21.36	%	\$21.36	\$0.90	\$1.10	\$26.00	\$81.00	#	\$100	\$
					4	16				9.00	1	60						
					2	10				4.50	0.5	2						
										0.00								
										0.00								
										0.00								
0.00	0.00	0.00	0.00	0.00	6.00	26.00	0.00	0.00	0.00	13.50	1.50	62.00	0.00	0.00	0.00	0.00	0.00	0.00

A. USFS	C. State Parks & Hwy's	E. Education	G. Other	M. BLM	O. US COE	T. Timber, Private
B. State DNR	D. National Parks	F. Dept. Fish & Wildlife	L. LNT	N. US Fish & Wildlife	R. Rendezvous	W. County

Gentle Use/LNT Principles discussed:

<input checked="" type="checkbox"/> Plan Ahead and Prepare	<input checked="" type="checkbox"/> Properly Dispose of Waste	<input checked="" type="checkbox"/> Leave What You Find	<input checked="" type="checkbox"/> Respect Wildlife
<input checked="" type="checkbox"/> Travel & Camp on Durable Surfaces	<input checked="" type="checkbox"/> Minimize Campfire Impacts	<input checked="" type="checkbox"/> Respect Other Visitors	

General Description of Event:

June 14--Fire side Talk at Lake Sonoma--August 15, LNT presentation for Boy Scouts

Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

Write a description of event including the date.

Add notes if you want.

Renamed tab

On the Education Report that you renamed the tab, line one is a GU/LNT presentation (**Educ./LNT**) **4** hours. ( to include planning and set up time). Total people attending this event (**Contacts**) was **16**. Be sure to mark subjects covered and fill in **General Description of Event**.





### **Last Step**

On December 31, when you send your Volunteer Hours Report file to your unit Education Officer, you will also need to add [cjubilee@comcast.net](mailto:cjubilee@comcast.net) to the address bar.

Now go saddle your critter and go for a ride, you earned it.

Get out of here!