

# Volunteer Hours Reporting Guide

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Back Country  
Horsemen  
of Colorado



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# BCHCO Volunteer Hours Reporting Guide

## 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 website<sup>1</sup>. 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

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<sup>1</sup> [http://www.backcountryhorse.com/Collecting\\_Volunteer\\_&\\_Education\\_Hours\\_.html](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.

<b>Project Header Information</b>	<b>Chapter Name</b>	Name of the reporting chapter.
	<b>Project Leader</b>	Member in charge of the project
	<b>Agency Contact</b>	Agency (e.g. USFS, BLM, CDOW, etc.) representative working with the chapter on the project.
	<b>Year</b>	Current year.
	<b>Project Location &amp; Description</b>	Location of the worksite or meeting. Generally describe the activity (e.g. Trail clearing, packing trash, educational clinic, public meeting, etc.)
<b>Project Information</b>	<b>Volunteer Name or Individual Project Location</b>	If group report, list the names of the members working on the project. OR If a project summary, list the Project Name and/or Location (put summary information in the reporting columns).
	<b>Activity Date</b>	Date(s) of the project or individual effort
	<b>Agency Code<sup>2</sup></b>	Federal or State Agency supported by the project.
	<b>District</b>	Short abbreviation of area inside the agency (i.e. Ranger District)
<b>Work Hours</b>	<b>Basic</b>	Trail maintenance brush clearing, work not requiring skilled labor, etc.
	<b>Skilled</b>	Work requiring skilled labor such as packing, carpentry, bridge construction, use of power equipment, chain saws, etc
	<b>Recon Work</b>	The hours ridden in advance planning a trail project to determine the level of effort required.
	<b>Trail Miles<sup>3</sup></b>	The total miles of trail <b>not</b> in a designated Wilderness Area cleared the project. This should be reported once for a trail project as the aggregate total.
	<b>Wilderness Miles</b>	The total miles of trail <b>within</b> a designated Wilderness Area cleared in a trail maintenance project.

<sup>2</sup>

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

<sup>3</sup> This was a new category for 2009 reporting with wilderness reporting added in 2010. Actual trail miles worked on over the season are reported here. The category is divided into two columns; distinguish between wilderness miles and non wilderness miles. Use either a GPS coordinating system from the trailhead to a junction of another trail, or use a “best guess system” of the distances cleared. If a portion of a trail has been previously cleared or worked on, but again for a second or third time still needs more maintenance, that section should be counted each time it is worked on.

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<b>Community Service</b>	<b>LNT/Education</b>	Actual hours spent teaching preparing and conducting educational clinics, seminars, classes LNT, reports, seminars classes etc.
	<b>Public Meetings</b>	Actual hours spent in actively attending or presenting at public meetings relating to BCH Activities or issues.
	<b>Administrative Service</b>	Actual hours spent scheduling, coordinating and planning work rides within the chapter as well as coordinating rides with agencies and/or agency representatives.
<b>Miles</b>	<b>Travel Time</b>	Actual hours going to and from projects, educational or public meetings
	<b>Personal Vehicle</b>	Actual personal vehicle miles from home to projects, educational or public meetings and return – only driver can claim miles.
	<b>Stock Hauling<sup>4</sup></b>	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.)
<b>Equipment</b>	<b>Power Equipment</b>	Total actual hours using personally owned power equipment on projects (e.g. Chainsaws, weed whackers, mixers, etc.)
	<b>Heavy Equipment</b>	Total hours charged at hourly rate for heavy equipment used on projects. (e.g. Tractors, Post Drivers, Backhoes, etc.)
	<b>Hourly Rate</b>	Total at local daily or hourly rate for heavy equipment used on projects. (Value not transferred to summary sheet.)
<b>Stock Use</b>	<b>Stock Used</b>	Number of livestock used to complete a project.
	<b>Stock Days</b>	The number of animals times the number of days used. (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.) If an animal is used for only part of a day, report as one Stock Day no matter how long it was in service.
<b>Donations</b>		Donations of money or materiel from chapter coffers, personal accounts or business accounts (e.g. nails, gravel, supplies, etc.). Report the value.

### 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:**

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<sup>4</sup> 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.

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- Packing, Carpentry, Bridge Construction, Teamster, Search and Rescue, Trail survey, GPS, Chainsaw operation, Organization for major work parties

## **Recon:**

- Hours ridden in advance planning for a trail project.

## **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
- Report hours ridden for advance planning a trail project to determine the level of effort required as Recon Hours

## **What Doesn't Count:**

- Cleaning up after yourself on the trail or at the trailhead
- Trail work on your own property or other private property not open to the public

## ***Community Service***

### ***Leave No Trace/Education Public Education***

- Educational Clinics open to the public (e.g. Horsemanship and packing skills).
- Leave No Trace (LNT) Education.

Record LNT education projects under the agency "L" and other Educational projects 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:**

- Participation at a clinic as a student
- Attendance without participation in the efforts to help put on the clinic

### ***Public Meetings and BCH Public Representation***

- Time spent attending or presenting at public meeting relating to BCH Activities or issues.

## **What Counts:**

- Active participation at public meetings including; USFS, BLM, DNR, National Parks, State County and City
- Active participation at conferences, meetings, seminars, relating to BCH Purpose and Objectives.

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- 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, Tack Sale

## **What Doesn't Count:**

- BCH chapter meetings
- State and national board meetings
- Parade prep time - unless your chapter is preparing an elaborate display
- Raffles, bake sales, etc.

## ***Administrative service***

- Time spent planning or coordinating projects with agencies or within the chapter

## **What Counts:**

- Planning clinics or workshops.
- Planning events that are open to the public
- Volunteer Hours Record Keeping
- Newsletter Editor Hours
- Research for articles, or writing of an article to be published in a newsletter

## **What Doesn't Count:**

- BCH chapter meetings
- State and national board meetings

## ***Travel Time***

Actual hours going to and from projects, educational events or public meetings

## ***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 (other record as travel time).

## ***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 stock time (packing is skilled labor).

### **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.

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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. Chainsaw fuel, oil and blades should be counted as cash donations.

### ***Stock Use***

Count how many stock are used for however many days; any part of a day counts as one whole day.

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.

### ***Stock Used***

- Number of saddle and pack stock used to complete a project.

### ***Stock Days***

- The number of saddle and pack stock used times the number of days used on the project. For Example:
  - 1 animal used for 1 day is reported as 1 stock days.
  - 2 animals used for 1 day is reported as 2 stock days.
  - 2 animals used for 3 days is reported as 6 stock days.
- If an animal is used for part of a day, report as 1 stock day regardless how long it was actually used.
- When working with pack animals, hours are considered skilled

### ***Donations***

## **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
- 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?

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- 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.

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



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## Appendix A: Project Sheet


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
																					Chapter Name	Project Location & Description
1	Chapter Name	4CBCH																				
2	Project Leader	Sandy Young																				
3	Agency Contact Person	Don Kelly																				
4	Year	7/3																				
5																						
6	Volunteer Name or Individual Project Location	Project Information	Activity Date	Agency Code	District Code	Basic Work	Skilled Work	Recon Work	Trail Miles	Wilderness Miles	Public Educ. LNT	Community Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Hourly Rate	Stock Used	Stock Days	Donation Dollar Amount
7																						
8																						
9	15 members	7/17/A	Col			120	32	0	14	0				76	710	964	16			14	14	
10																						
11																						
12																						
13																						
14																						
15																						
16																						
17																						
18																						
19																						
20																						
21																						
22																						
23																						
24	Total					120	32	0	14	0	0	0	0	76	710	964	16	0	\$0.00	14	14	\$0.00
25	A. USFS	D. National Parks																				
26	B. State DNR	E. Education																				
27	C. State Parks & Hwys	F. Dept. Fish & Wildlife																				

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## Appendix B: Summary Sheet

### 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.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	S												
																											R	S											
 <b>Backcountry Horsemen of America</b> <b>Volunteer Hours Report</b> Four Corners Back Country Horsemen Revised April 2011																																							
State of Chapter Summary						Trail Work		V/Work Hours - People		L.M.T. Educ.				Public Meet.				Admin Services				Travel Times				Transportation				Personal Equip/Hour				Horses & Miles				Description Of Work	
						Stilled		Trail Miles		Basic		L.M.T. Educ.		Admin Services				Travel Times				Personal Equip/Hour				Horses & Miles				Description Of Work									
						V/Address Miles		Trail Miles		Basic		L.M.T. Educ.		Admin Services				Travel Times				Personal Equip/Hour				Horses & Miles				Description Of Work									
Upper Dutch & Elbert						0		14		0		0		76				710				864				16				14				14					
Devil Mountain						0		12		7		0		28				30				80				6				18				18					
Totals																																							
188						53		26		7		0		23				106				800				22				33				33					
198						53		26		7		0		23				106				800				22				33				33					

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## Summary Report

X	Y	Z	AA	AB	AC	AD	AE
<b>Backcountry Horsemen of America</b>							
<b>Volunteer Hours Report</b>							
State or Affiliate							
Year							
		P1 Totals	Rate per hour/mile	Total Value			
Total Basic Hours		198	\$21.36	\$4,229.28			
Total Skilled Hours		53	\$30.00	\$1,590.00			
Total Trail Recon		7	\$21.36	\$149.52			
Total LNT - Education		0	\$21.36	\$0.00			
Total Public- Meeting		0	\$21.36	\$0.00			
Total Administrative Service		29	\$21.36	\$619.44			
Total Travel Time		106	\$21.36	\$2,264.16			
<b>Total Hours</b>		<b>393</b>			3% of total hours equals admin.service hours		
Wilderness Trail Miles		0					
Trail Miles		26					
<b>Total Trail Miles</b>		<b>26</b>					
Personal Vehicle		800	\$.90/mile	\$720.00			
Stock Hauling		1919	\$1.10/mile	\$2,110.90			
<b>Total Miles</b>		<b>2719</b>					
Power Equipment		22	\$26.00/hr	\$572.00			
Heavy Equipment		0	\$81.00/hr	\$0.00			
<b>Total Hours</b>		<b>22</b>					
Total Stock (Pack and Saddle)		33					
Total Stock Days		33	\$100.00/day	\$3,300.00			
Total Donations		\$0.00		\$0.00			
			<b>Total</b>	<b>\$15,555.30</b>			