Back Country Horsemen of America

Volunteer Hours Reporting Guidelines

Overview

Volunteer Hours are Important

➢ 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.

➢ Volunteerism earns horsemen a seat at the table where decisions concerning access to public lands by pack and saddle stock users are made.

➢ Individual volunteer efforts support the Back Country Horsemen of America mission statement.

➢ Volunteer service by BCHA is consistently **underreported**.

Overview

Volunteer Hours are Important

➢ Volunteering helps keep trails open for all users.

➢ It puts BCHA and horsemen in a positive position when engaging with other user groups.

➢ It shows BCHA and horsemen are a good neighbors within the community.

➢ Volunteer hours are our clout. Without them our organization wouldn't be what it is now.

➢ Legislators and land managers know that our volunteer hours are an asset.

➢ Volunteering gives credibility to Back Country Horsemen in discussions with land managers.

Reporting

Volunteer Hours Coordinator

Each BCHA state organization must have a **Volunteer Hours Coordinator** designated to facilitate the reporting of the efforts made in the state.

Every chapter within each state organizations should also have a **Volunteer Hours Coordinator** appointed to record the efforts the their members.

BCHA has provided an MS Excel spread-sheet to facilitate and standardize the volunteer hours reporting process.

It is important to record all the resources devoted to a project:

➢ Volunteers time

➢ Transportation costs

➢ Livestock use

➢ Other supplies and resources

It's a lot like herding cats!

Project Worksheets

At the chapter, the **Project Sheet** is the most important element to the **Volunteer Hours Coordinator (VHC)**.

The Project Sheet is where the VHC records the efforts made by the chapter members.

Use the Project Sheet to:

➢ Record the **efforts of individual** members.

➢ Record the resources used on the project.
(Transportation, Livestock & Equipment)

➢ Segregate projects by agency.
(USFS, BLM, NPS, State etc.)

➢ Create as many Project Sheets as required.
(Name your project sheets)

The Project Sheet is designed to allow the state or chapter the *option* to track the volunteer effort of individuals for awards or recognition.

Project Worksheets (cont'd)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
2	Project Leader Art and Pat Berg				**Volunteer Hours Report**															
3	Agency Contact Person Don Kelly				**4CBCH**															
4	Year 2012				Revised May 2012															
5																				
6		Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
7	Volunteer Name or	Activity	Agency	District	Basic	Skilled	Recon	Trail	Wilderness	Education	Public	Admin	Travel	Vehicle	Stock	Power	Heavy	Stock	Stock	Dollar
8	Individual Project Location	Date	Code		Work	Work	Work	Miles	Miles	& LNT	Meeting	Service	Time	Miles	Hauling	Equip	Equip	Used	Days	Amount
9	Pat Berg	5/3	A	Col			2						2	40						
10	3 members	5/7	A	Col		6							8	80		6				
11	Pat Berg	5/17	A	Col			2						2	40						
12	Art and Pat Berg	6/11	A	Col			4						2	40						
13	Art and Pat Berg	6/12	A	Col			2						2	40						
14	Art Berg	6/16	A	Col								1	2	25						
15	6 members	6/18	A	Col	36										380			7	7	
16	Art and Pat Berg	7/3	A	Col	4								2		40			3	3	
17	Art and Pat Berg	7/30	A	Col	4								2		40			3	3	
18	John and Lisa Nelson	6/5	A	Col	2	1							4		84			4	4	
19																				
20	Totals				46	7	10	0	0	0	0	1	26	265	544	6	0	17	17	$ -
21	Agency Codes:																			
22	A. USFS	D. National Parks				G. Other		N. US Fish & Wildlife			T. Timber, Private									
23	B. State DNR	E. Education				L. LNT		O. US COE			W. County									
24	C. State Parks & Hwys	F. Dept. Fish & Wildlife				M. BLM		R. Rendezvous												

Summary Sheet | Lower Elbert | Upper Dutch-Elbert | Project (2) | Project (3) | Project (4) | Project

Guidelines for Reporting

Trail Work

Record trail work hours under the agency for which you spent the time. Work can be skilled or basic.

➢ Basic:

- General Trail Maintenance (cut, lop, clear, drainage)
- Prep work for skilled work

➢ Skilled:

- Packing
- Carpentry
- Teamster
- Search and Rescue

- Trail survey
- GPS mapping
- Chainsaw operation
- Organizing for major work parities

➢ Recon:

- Hours ridden in advance planning for a trail project.

Guidelines for Reporting

Trail Work that 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 private property not open to the public

Guidelines for Reporting

Report trail mileage cleared

- ➢ Report actual trail miles worked on.
- ➢ Distinguish between miles cleared in wilderness and non-wilderness areas.
- ➢ Use either a GPS system or use a "best guess system" of the distances cleared.
- ➢ If a portion of a trail has been previously cleared, but needs to be worked again, that section should be counted each time it is worked.

What Doesn't Count:

- ➢ Report the total mileage only once for the project; not for each member of the work party.

Guidelines for Reporting

Community Service

- ➢ Education & LNT
  - • Educational Clinics open to the public (e.g. Horsemanship and packing skills).
  - • Leave No Trace (LNT) Education.
- ➢ Public Meetings and BCH Public Representation.
  - • Time spent attending or presenting at public meeting relating to BCH Activities or issues.
  - • Time attending Forest planning, travel management or other agency meetings
- ➢ Administrative service
  - • Time spent planning or coordinating projects with agencies or within the chapter or with government agencies.

Guidelines for Reporting

Education/LNT

Record Leave No Trace (LNT) education projects under the agency " **L** " and other Educational projects under the agency " **E** "

➢ Clinics, Seminars, Rendezvous – Planning Teaching and Hosting (working, judging and setup) public clinics.

➢ Presenting or writing articles regarding LNT or other educational topics.

➢ Education Booths – Public display or representation of the BCHA interaction with the public.

➢ Chainsaw/Crosscut Saw certification training (including prerequisite First Aid, CPR, etc.) for both student and instructors

➢ Hosting an informational clinic for your chapter

➢ Speaking at another organization.

Guidelines for Reporting

What Doesn't Count:

➢ Participation at a clinic as a student. Not to be confused with training required for saw certification etc. which does count.

➢ Attendance without partaking in the efforts to help put on the event.

Guidelines for Reporting

Public Meetings and BCHA Representation

➢ 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.

➢ Parades

➢ Fund raisers that provide benefits to the public (e.g. Tack sale, poker ride etc.)

➢ Time spent publicly representing the BCHA in a productive manner as part of a chapter or group effort (e.g. Volunteering at a homeless shelter, manning a booth at a public event, etc.)

Guidelines for Reporting

What Counts:

➢ Active participation in these activities; which includes:

- At meeting, speaking, interacting, taking notes for an upcoming newsletter or meeting.

- Time preparing for or planning an event.

- Time spent preparing or manning a display booth representing BCHA, State or local chapter.

What Doesn't Count:

➢ BCH chapter, state and national board meetings are not considered public meetings

➢ Parade prep time

➢ Raffles, bake sales, etc.

Guidelines for Reporting

Administrative Service that Count:

➢ 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

Guidelines for Reporting

Travel Time & Mileage

Time

➢ Actual hours spent by participants going to and from projects, educational events or public meetings

Mileage

➢ Personal Vehicle Miles

- Actual vehicle miles driven to and from projects, educational or public meetings and return – only driver can claim miles.

➢ Stock Hauling Miles (equipment hauling also)

- Actual miles using a truck and/or trailer to haul animals AND/OR Heavy equipment etc. for projects – only driver can claim miles.

➢ Report either stock hauling or personal miles but not both.

Guidelines for Reporting

Equipment

Power Equipment

➢ Actual hours of use of personally owned or rented power equipment on projects (e.g. Chainsaws, weed whackers, mixers, etc.)

Heavy Equipment

➢ Actual hours using heavy equipment on projects. (e.g. Tractors, Post Drivers, Backhoes, etc.)

➢ Prepping heavy equipment and loading it before you use it counts as skilled labor.

Hourly Rates are determined by BCHA in conjunction with the government agencies.

Guidelines for Reporting

Stock Use

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.

➢ Stock days are what count for volunteer service.

Guidelines for Reporting

Donations

➢ Donations of money or material from:

- Chapter treasury

- Personal or business accounts.

➢ For Example:

- Nails

- Lumber

- Fuel for chainsaw or other equipment

- Gravel

- Other materiel purchased by members or the chapter

REMEMBER: If there are questions concerning the eligibility of any volunteer effort contact the BCHA VHC for help and advice.
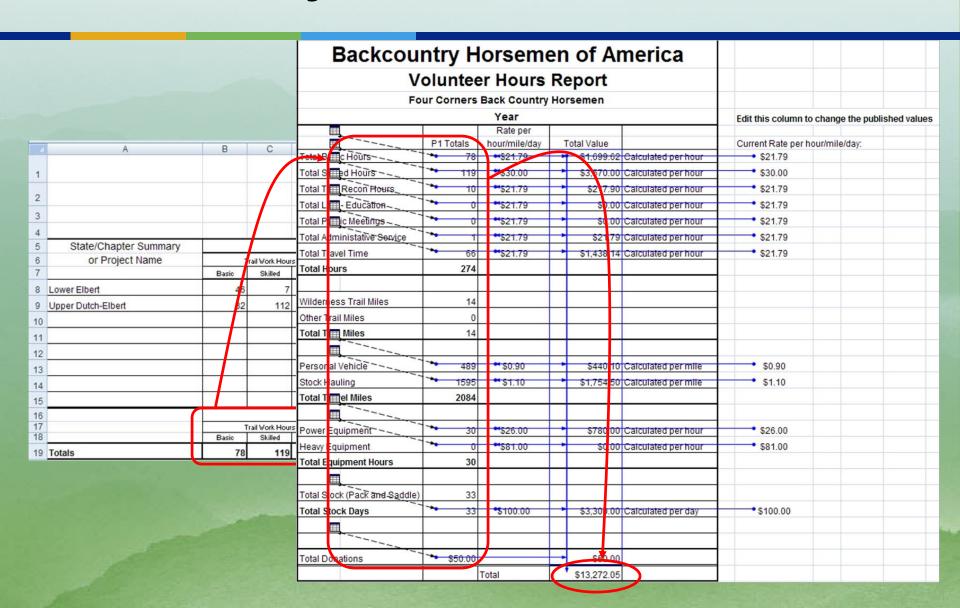
Summary Worksheet

The **Summary Sheet** is where the VHC summarizes the efforts made by the chapter members for a report to the State organization and BCHA.
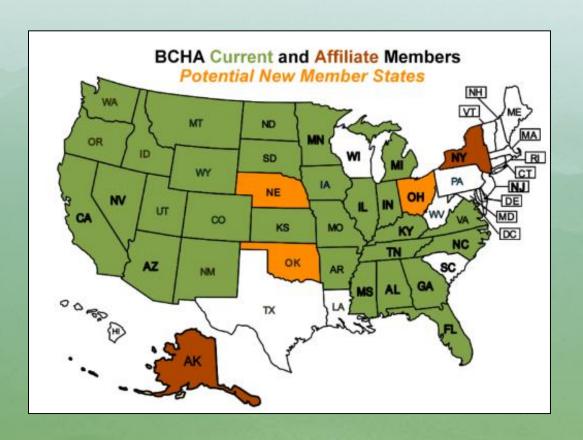
Use the Summary Sheet to:

➢ Summarize the effort of chapter members

➢ Copy information from the totals row of the Project Sheets to a row on the Summary Sheet

➢ Compile the annual report for the State

➢ The State VHC uses these reports to compile a state report to Back Country Horsemen of America.

➢ The State VHC submits their report to the BCHA Volunteer Hours Committee chairman.

Summary Worksheet

Flow of Information

BCHA Current and Affiliate Members
Potential New Member States

To make reporting effective, information must be:

➢ Accurate as possible

➢ Reliable

➢ Consistent

Chapter Report to ➜ State VHC
State VHC compiles reports sends to ➜ BCHA VHC
BCHA Volunteer Hours Committee ➜ National Board

Volunteer Hours Report

Backcountry Horsemen of America
Volunteer Hours Report
Back Country Horsemen of America
2015

	P1 Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours	101333	$23.56	$2,387,403.12	Calculated per hour
Total Skilled Hours	40678	$35.34	$1,437,551.69	Calculated per hour
Total Trail Recon Hours	8598	$23.56	$202,568.88	Calculated per hour
Total LNT - Education	26969	$23.56	$635,400.01	Calculated per hour
Total Public Meetings	46287	$23.56	$1,090,515.83	Calculated per hour
Total Administative Service	22695	$23.56	$534,683.36	Calculated per hour
Total Travel Time	57785	$23.56	$1,361,413.19	Calculated per hour
Total Hours	**304344.32**			
Wilderness Trail Miles	21697			
Other Trail Miles	38170			
Total Trail Miles	**59867**			
Personal Vehicle	1027876	$0.90	$925,088.09	Ca
Stock Hauling	526982	$1.10	$579,679.73	Ca
Total Travel Miles	**1554857.22**			
Power Equipment	5054	$26.00	$131,391.00	Ca
Heavy Equipment	2300	$81.00	$186,300.00	Ca
Total Equipment Hours	**7353.5**			
Total Stock (Pack and Saddle)	11569			
Total Stock Days	**16697**	$100.00	$1,669,697.00	Ca...ed per day
Total Donations	$96,684.42		$96,684.42	
		Total	$11,238,376.31	

2015
BCHA Volunteer
Contribution
$11,238.376.31

Questions?

Where do I get the Back Country Horsemen of America Volunteer Hours Workbook and reporting Guidelines?

➢ From Back Country Horsemen of America website: http://www.bcha.org/get-involved/volunteering/hours/

➢ For more information contact the BCHA Volunteer Hours Committee: volunteer@bcha.org

➢ The value of volunteer time is determined each year from: https://www.independentsector.org/