

VOLUNTEER HOURS GUIDELINES  
For Reporting Year 2015/2016

**Project Information:**

The information provided by completing the volunteer hours worksheets allows us to keep track of where the volunteer work was done and to forward the information to the proper agency. The individual agencies, in turn, use the information to apply for funding. We are able to use the information to get U.S. Forest Service passes and grant monies. Without proper documentation we have no way to show where or how much work was done. Properly recording this information is very important.

On the Volunteer Hours Worksheet that you will provide to the BCHW State Coordinator via your Regional Coordinator, you will record the necessary and applicable information that could include:

**Col. A - Volunteer Name**

1. Record as first name, last name (John Doe) or Doe John but be consistent.

**Col. B - Chapter Code**

1. Record your 3 letter chapter code (refer to VH doc. 4. 2015-2016 Chapter Codes.xls) for chapter code.
  - a. Use the drop down list; do not make up your own chapter code.

**Col. C - Project Date**

1. Record the date the work was done ***ONLY*** as (mm/dd/yy).
2. If a work party is more than one day, report the date as the first day of the work party. If you need further space for date description use column "D". i.e. 05/15 - 05/20 week long work party or Treasurer duties 01/01 – 09/30/16.
3. Monthly accumulations should be reported using the last date of that month (mm/dd/yy).

**Col. D - Description of Work**

1. Add a brief description of the location, trailhead, trail number and the work that was done. i.e. Sawyer logged out 15 logs, Packer hauled 150 Lbs. cargo & supplies, Wicky Wack Trail #1000, etc.  
Column D has been enlarged, and is now programmed with the automatic "Wrap Text" feature, and has up to 3 lines to record your descriptions.
  - a. Right click on this column will give you a drop-down box for additional information.

**Col. E - Agency Code**

1. This code indicates which agency gets credit for work hours.
  - a. For a list of available codes, use the drop-down list provided on the electronic worksheet. (refer to VH doc. 5. 2015-2016 Agency and District Codes.xls)
  - b. **Do not** use two agency codes at the same time.
  - c. **Do not** record any basic or skilled work under **Agency Code G**, use the Agency code where the work was performed. See exception, Col. H, Item 1d.
  - d. ALL fundraising volunteer hours that do not benefit the land owner should be recorded in the administrative column with an Agency Code of G.

**Col. F - District Code**

1. Enter the district code where the work was done.
  - a. For a list of available codes, use the drop-down list provided on the electronic worksheet or (refer to VH doc. 5. 2015-2016 Agency and District Codes.xls).
  - b. A District Code is required for Agency A and Agency B only.
  - c. All other agency codes do not require the district code and should be left blank.

**Col. G - Basic Trail Work Including Recon Work**

1. Record hours for time spent on trail work in ½ hour increments (0.5).
  - a. Examples of what counts.
    - (1) Trail and trailhead clean-up; includes lopping, clearing debris, cutting logs, drainage correction or other manual type labor on public land or private land open to the public. No power tools used.
    - (2) Support or food preparation for work party. Note: RTP grant contact BCHW VH Chair.
    - (3) Campground host if agency requested/required.
    - (4) Preparation for work parties (not planning meetings) including preparation, repair and clean-up of power and heavy equipment.
    - (5) On-site evaluation of work to be accomplished on qualified projects.
  - b. What does not count.
    - (1) Preparation and clean-up after your personal activities, chapter social activities or other non-work parties.
    - (2) Work on private land unless it is open to the public

*Guidelines Continued*

**Col. H - Skilled Trail Work Including Packing**

1. Record man-hours for time spent on trail or related work where both power tools and/or heavy equipment are used. Record hours in ½ hour increments (0.5).
  - a. When power and/or heavy equipment are used only part time, record the non-power hours under basic plus the power/heavy equipment hours under skilled.
  - b. Packing and leading additional stock is considered skilled; packing something on the horse you ride is not counted.
  - c. Cross Cut saw work is considered skilled.
  - d. **Highly skilled professional work CONTACT YOUR REGIONAL VHC**  
Highly skilled professional work such as legal, accounting, (not chapter treasurer) engineering, etc. should be reported under skilled using Agency Code “G”. If it is accounting, legal or first response paramedic, use code “G” and record in the skilled col. If it is engineering, record hours under the correct agency the engineering is representing. I.E. “A” = USFS, or “B” = DNR, etc.
  - e. Work on private land does not count unless it is open to the public.

**Col. I - Education and LNT:**

1. Record time spent on Leave No Trace projects or other educational activities in ½ hour (0.5) Increments.
  - a. Use Agency Code E (We no longer have an L code).
  - b. For classroom instruction for chain saw/cross-cut certification, record the hours in column “I” with an Agency code of E.
  - c. For field work and “hands-on” chainsaw/cross-cut instruction, record in column “I” with the agency code where the instruction was performed. i.e. “A” = USFS, or “B” = DNR, etc.
  - d. Some things that count.
    - (1) First Aid Classes, Training and Instruction
    - (2) Saw Certification Classes, Training and Instruction
    - (3) LNT Classes, Training and Instruction
    - (4) Packing Clinics and Equine related venues i.e. Hoof Care Clinics, Veterinary First Aid
    - (5) BCHW Leadership Classes, Training and Instruction
    - (6) GPS/Map Classes, **Compass Course**, Training and Instruction
    - (7) **BCHW Events such as covering shifts at WA St. Horse Expo or Sportsman Shows.**

**Col. J - Administration and Public Meetings**

1. Record hours using the proper related agency code.
  - a. Some things that count.
    - (1) Attending or active participation at a public meeting relating to public lands or legislative matters.
    - (2) Conference, meetings, or seminars relating to BCH purpose and objectives.
    - (3) Time spent participating, representing or promoting BCH and its mission.
    - (4) Time spent publicly representing BCH in a productive manner for public benefit such as parades, fundraiser, etc.
    - (5) Preparation for chapter board and monthly meetings.
    - (6) Time spent researching or writing an article for a newsletter.
    - (7) Planning workshops for planning work for the year.
    - (8) Planning calendar events open to the public.
    - (9) Day-to-day duties for elected or appointed officers, committee chairs or committee members (Pres., Treas., Sec., VH, Newsletter, Publicity, Webpage, F.B. etc.)
    - (10) Time spent at Director’s meetings or related Director’s functions.
    - (11) Monthly chapter board meetings.
    - (12) **Highly skilled professional work CONTACT YOUR REGIONAL VHC**  
Highly skilled professional work such as legal, accounting, first response paramedic, use code “G” and record in the skilled column as explained in Col. H, Item 1,d.
    - (13) All BCHW and BCHA Elected and appointed committee chairs, administrative hours performed outside of the chapter. See IRS Section
  - b. Things that don’t count
    - (1) Non BCHW mission statement related charitable donations of time or money; including disaster relief efforts.
    - (2) Hours elected or appointed officers, committee chairs, committee members or the general membership spend at the monthly chapter meetings.
2. Most admin. hours not related to a land owner will be recorded with Agency Code G for “Other”.

*Guidelines Continued*

**Col. K - Travel Time**

1. Record total time spent going to and from (round trip) your place for volunteering in ½ hour increments (0.5).
2. Record travel time for the driver and all volunteers in the vehicle.

**Col. L - Vehicle Miles Including Trailer Towing**

1. Log only the total driver's mileage driven to and from (round trip) the place for volunteering in whole numbers, no fractions.
  - a. What counts.
    - (1) Miles driven in vehicles with or without trailers.
  - b. Things that do not count.
    - (1) Mileage for passengers traveling in the vehicle.
    - (2) Mileage for which you received monetary reimbursement, **i.e. RTP Grants, or Directors travel.**

**Col. M, N and O - Quantity Stock AND Total Days**

1. Record how many stock used in the Quantity Stock (Col. M). This includes your riding horse.
2. Record how many days you used your stock (Col. N).
3. Col. O will automatically calculate the number of stock days.

~~Col. O is the end of the information you are required to record for BCHW purposes. If your chapter needs to capture other information, you can add additional columns on the right of column O.~~ **Never submit any additional columns or changes to the 2015-2016 VH Database Workbook**

Always make a back-up copy of your workbook. Do not rely on your Regional VH Coordinator or the State Chair for back-up files of your work. Purchase a thumb drive, jump drive or memory stick for this task.

Information regarding IRS Requirements

Chapter Directors, BCHW officers, BCHA officers and/or BCHW committee chairs identified by the BCHW Treasurer will be asked to provide average weekly administrative hours spent on BCHW business. With the requirements on reporting these hours to the IRS, you may be consulted by those individuals for assistance on acquiring this average. This can be most easily accomplished if YOU require those individuals to be consistent in how they report those administrative hours to you. (Example in the description column: BCHW Pres. duties or BCHA Director duties, etc.) It is NOT the Chapter VH Coordinator's responsibility to report these hours to the BCHW Treasurer, that responsibility remains with the individual. If asked, you can be of assistance by sorting the data based on their description and sending that information back to them to figure their weekly average.

**Additional Information on frequently asked questions.**

1. If you are on a ride for your pleasure and you do some incidental clearing, report your work time only.
2. Record time to the nearest half hour (0.5) increments only.
3. If you have problems getting your Excel spreadsheet to record the date as mm/dd/yy, contact your regional coordinator for assistance.
4. If you have trouble with formatting after copy and paste I.e. borders disappearing or bold lines appearing, contact your regional coordinator for assistance.

If you are ever in doubt about the time spent, ask your project leader, regional volunteer hour coordinator or State Coordinator later. It is better to record the time rather than to put it aside and possibly lose it. When difficult situations arise that do not seem to fit any of the guidelines, do what would be considered reasonable.

This form is designed to be managed, stored and submitted electronically in one file from Col. A through Col. O. For your records, it can be printed on 8.5x11. **Make sure that you specify the page number(s) or you run the risk of printing a lot of empty pages. The rows go to 2293 with 143 pages. You can also use the (Ctrl-P) command for print jobs. See VH document 2015-2016 VH Print Instructions for details.**

For every hard and fast rule assigned to a specific column, there can be an exception. If you find "exceptions" please pass the information on to the State or Regional Coordinator so the instructions can be updated and any necessary corrections made.

You might be asked by your treasurer to provide the total number of people that volunteered their time for the reporting year. This can easily be done by sorting the total report on Col. A and counting the number of different people.