

Backcountry Horsemen of Washington

Volunteer Hours Guidelines

■ **Project Information**

*The information in this section 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 forest service passes, and grant monies as well. Without proper documentation under Project Information we have no way to show where or how the work was done. **Very important information!***

- Contact /Project Person:** Agency or chapter person in charge of the project.
- Project Location:** Exact description where the work was done. Example: Colville NF, Sullivan RD, trail #503, Keenes Horse Camp, Forest Service Road #2305 etc.
- Project Description:** Brief description of trail conditions and work that was done. (include the number of miles of trail work).
- Activity Date:** Date(s) the work was done.
- Agency Code:** Codes indicate which agency gets credit for work hours, donations, etc.
- District:** Enter the Forest or District where you did the work. Use abbreviations to help with the break down of where these hours were used, or write it on the Work Sheet. Example: Capital Forest is in the Pacific Cascade regions – PCR, Olympic National Forest – ONF.

■ **Trail Work**

Record these hours under the agency code for the time spent. All trail work goes under the column for trail work.

What Counts:

- Trail and trailhead clean up, (lop, cut clear, drainage).
- Trail work on public land or private lands open to the public.
- Support or food prep for work parties, donation of food should be logged under donation, give dollar amount.
- Campground host if agency requested/required.
- Preparation and/or planning for future work parties.
- Packing, Carpentry, Bridge Construction, Teamster, Trail Survey, GPS.

What Doesn't Count:

- Trail and trailhead clean up after yourself at non-work parties.

■ **Education**

Always record under the Education category using the agency code E (Education).

What Counts:

- Planning for and facilitation of educational activities.
- Teaching, attendance or participation in educational activities.
- Educational presentations and/or educational articles written.

■ **Public - Meetings**

Record these hours under the proper category. (Example: If the meeting is a USFS meeting record under the appropriate agency code.

What Counts:

- Attending public meetings relating to public lands or legislative matters.
- Conference, meetings, seminars, relating to BCH Purpose and Objectives.

What Doesn't Count:

- BCH chapter meetings are not considered public.

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■ **Public - Representation**

Always record these hours under agency code G (Other).

What Counts:

- Time spent participating and representing BCH (i.e. Legislative Day).
- Time spent publicly representing the BCH, including planning and preparation, in a productive manner for public benefit (Parades, Fundraisers, etc.).

What Doesn't Count:

- Non mission related charitable donations.

■ **Administrative Service**

Record the hours under the Admin Category using Agency Code G (Other). If you prepared an article for LNT, record the hours under agency code E (Education).

What Counts:

- Newsletter Editor Hours.
- Volunteer Hours Record Keeping.
- Research for articles, or writing of an article to be published in a newsletter.
- Planning work shops. Example: Planning your volunteer work for the year. Planning calendar events that are open to the public.
- Elected and appointed positions - President, Vice President, Secretary, Treasurer and appointed positions and their day-to-day duties.

What Doesn't Count:

- The time an officer, appointed position or committee chair spends at a board or membership meetings, unless it pertains to a presentation that is for Education (Agency code E).

■ **Travel Time**

*Time you spend getting **to and from** your place of volunteering. See additional guidelines below.*

■ **Personal Vehicle Miles**

Log the miles that you drive to and from your place of volunteering under Vehicle Miles. If you are hauling stock, hauling heavy equipment, or a trailer, record your miles under Stock Hauling. 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 Miles, 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 will get to claim personal vehicle miles. See additional guidelines below.

■ **Personal Equipment**

Count only the hours that you use small power tools (hand tools) as skilled labor, however, if you carry them the entire time count all your time. Chainsaw fuel, oil, and blades should be counted as cash donations. 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 current local area rate of operation is to determine what you should record as the hourly rate for heavy equipment.

Small Power Tools (Hand Held Tools)

- Chain Saws, Weed Whackers, Trimmers

Heavy Equipment:

- Tractors, trailers, dump trucks, saw mills, dozers, graders, mini-excavator, etc.
- Mechanical wheel barrows, quads, etc. Remember to keep track of the fuel you use in your equipment and the local rental rate for the equipment used. Enter under the donation column.

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▪ **Stock**

Of all the stock information that you can keep, stock days are the most important. Each head of stock used gets credit for one stock day for each day.

What Counts:

- Count how many head of stock used for each day. Example: Two (2) head of stock used for one (1) days equals two (2) stock days using one entry line in the work sheet per day.
- Keep track of the trail miles.

▪ **Additional Guidelines for Trail Work and Work Parties**

- Members / Workers – Log your actual travel and work time. Driver (only) 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 work time only.
- Make notes of items that are donated, with estimated donation value.
- Record heavy equipment hours from the time you leave home etc. Record miles hauling heavy equipment under Stock/ Equipment Hauling miles.
- Use the current local area hourly rental rate for operating heavy equipment. Report rental fees for heavy equipment under equipment dollars.
- Record time to the nearest-hour or half hour (.5) increments only.

If you are ever in doubt, record your time spent and ask questions of your project leader or chapter volunteer hours coordinator later. If you put it aside, you may forget, and your time and effort may be lost.