

Cheat Sheet General Information and Volunteer Hours 2025-2026

The cheat sheet was created as a quick reference for the most common questions asked by chapter VH. It also is a reference for the most common errors occurring when reviewing VH Coordinator's workbooks. It is not meant to replace a solid knowledge of the Volunteer Hours Guidelines.

You can eliminate most of these errors prior to sending in your workbook for review by learning how to sort your data into "like" circumstances. You will learn very quickly why you cannot use "same", "ditto" the ? mark or leave blank in required columns.

Doing a primary sort on the date column will quickly review any dates that have been entered incorrectly.

Doing a primary sort on the agency will reveal missing or incorrect coding and missing district codes.

Doing a primary sort on the district col. also will reveal missing "A", "B", "D" & "T" codes.

Doing a primary sort on the travel time column will reveal incorrect entries or entries for travel and mileage in the wrong column.

If BCHW/BCHA and chapter officers enter their description accurately, a sort on the description column will help you if you are asked to provide the volunteer with his/her administrative hours.

Continue to refer to BCHW VH document 11. 2025-2026 Data Sort

Other Valuable Information

When you submit your workbook to your Regional VH Coordinator, it will be reviewed and sent back either with an OK or a request to please fix the following areas. Remember that column "P" for Regional use only. During a review, your Regional will insert the comments in column "P" and highlight the error or missing data in the corresponding column(s). Each Regional VH Coordinator will have their own method of identifying areas of concern. If your workbook is sent back with the need for corrections, please make the necessary changes promptly. If you cannot make the corrections within 2 or 3 days, communicate this with your Regional VH Coordinator.

DO NOT IGNORE YOUR REGIONAL VHC.

Above all, when a segment of your workbook has been reviewed and corrections made, **DO NOT** add additional entries or un-reviewed entries to the already reviewed segments. Each Regional VH Coordinator will work with you to best identify the reviewed segments by such methods as changing font color or adding highlights, leaving a blank row after a review has been completed, etc. Learn to use the "sort" command.

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VH CHEAT SHEET

This page is a quick reference for the most common entries and the most common errors found during the VH Regional review. It is not intended to replace a thorough knowledge of the 2025/2026 Volunteer Hours Guidelines.

Col. A. Volunteer Name - Every line must have a name, first then last or last then first. Just be consistent. Do not use ditto mark, question marks or the word "same." Do not leave the name blank.

Col. B. Chapter Code - Put the correct chapter code in every data line, no ditto or "same" Use the "sort" feature to find missing agency codes. Use the drop-down list.

Col. C. Project Date - Every line must have a date. Enter as mm/dd/yy, no ditto or "same" Never enter more than one date per line. Use col. D if you need extra room to enter multiple days.

Col. D. Description of Work - Every line should have an entry. No ditto marks, blank lines or "same." Specific guidelines will apply for some BCHW/BCHA and chapter officers. Do not use more than the 3 lines available for use. You do not need more than 3 lines to describe the work.

Col. E. Agency Code - Every line must have an agency code. Never enter more than one Agency Code per line. Use the new improved drop-down list by clicking on the down arrow to select the Agency Code.

Col. F. District Code - Only Agency Code "A", "B", "D", "O" & T require a District Code. For other Agency codes, leave this col. blank.

Do not use Agency Code "G" with work hours in the basic and skilled col. except as noted in col. H, item 1d in your Volunteer Hours Guidelines. This must be approved by your Regional or VH-Chair.

Col. G. Basic Hours - Is work done on site; brushing, lopping, tossing branches, not meetings or other general administrative duties. Some exceptions might apply. Review the Volunteer Hours Guidelines.

Col. H. Skilled Hours - Is work done on site with power equipment, crosscut saw, heavy equipment operators and also includes packing a horse or mule not being ridden. Some exceptions might apply, review Volunteer Hours Guidelines.

Col. I. Education & LNT - Record classroom instruction here with Agency code E. "Hands on" and field instruction will also be recorded here with the Agency code where the instruction was performed. See Volunteer Hours Guidelines for detailed descriptions of what counts as Education. Garbage clean-up or Trailhead clean-up does not count as LNT. These hours should be recorded under the Basic column.

Col. J. Administrative Hours - Record meetings, administrative work, monthly chapter board meetings, all officers and committee chairs and **ALL** fund-raising activities not beneficial to a landowner. Understand when fund raising efforts would or would not benefit the landowner.

Col. K. Travel Time - Volunteers will **always** have travel time unless meeting/working at their home.

Col. L. Vehicle Miles - Volunteers will almost always have vehicle mileage unless they are a passenger or are being reimbursed for their mileage from a grant, director expenses or other sources.

Col. M.N.O. Stock Usage - Check to see that what is entered in "M" and "N" makes sense with what shows in "O" Also, make sure you do NOT enter data from col. L in col. M. You can "check" yourself by performing a data sort. Make sure to review column "O" and check that the automatic calculation formula is working. If you copy and paste from an outside workbook, the formulas will get messed up and not calculate correctly. You can manually input the stock days.