

BCHW VH Document 2. 2025-2026 VOLUNTEER HOURS GUIDELINES

Reporting Year 2025/2026

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. Don't leave blank or use "ditto".

Col. B - Chapter Code

1. Record your 3-letter chapter code (refer to VH doc. 4. 2025-2026 Chapter Codes.xls) for chapter code.
 - a. Use the drop-down list; do not make up your own chapter code. Use only one (1) code per report.

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 - 05/21 weeklong work party or Treasurer duties 01/01 – 09/30/26.
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, High Moon 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. Do not enlarge the row height ever, 3 rows of wrapped text is enough.
 - 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 **NEW** drop-down list provided on the electronic worksheet or (Refer to VH doc. 5. 2025-2026 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 landowner 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 **NEW** drop-down list provided on the electronic worksheet or (refer to VH doc. 5. 2025-2026 Agency and District Codes.xls)
 - b. A District Code is required for Agency A, B, D & O. Also, for 2025 some are used for Agency code T.
 - c. For chapters who do work on Military Reservations, City Municipalities, Saddle Clubs or Nature Preserves, use Agency Code of "T" and have individual identifier district codes.
 - d. 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, trailhead and road 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 (prep work for skilled work).
 - (6) Operating an ATV
 - (7) **NEW: Trailhead Security. Volunteers who stay at trailhead and "Keep Watch" over vehicles and camp area. Absolutely no confrontation though. Light LNT is encouraged. Code to the land agency.**
 - b. What does not count.
 - (1) Preparation and clean-up after your personal activities, fund raising, chapter social activities or other non-work parties.
 - (2) Work on private land unless it is open to the public

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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. Examples of what counts
 - (1) Equipment operators = backhoes, tractors, bobcats, dump trucks
 - (2) Construction Laborer = tracked power wheelbarrow, brush chipper, toter walk behind, mechanical brush cutter
 - (3) Chain sawing. All certifications should be recorded under Education column.
 - (4) Cross-cut sawing. All Certification should be recorded under Education column.
 - (5) Welding
 - (6) When power and/or heavy equipment is only part time, record the non-power hours under basic plus the power/heavy equipment hours under skilled.
 - (7) Packing and leading additional packstock is considered skilled.
 - (8) Carpentry, Bridge Construction
 - (9) Painter
 - (10) Search and Rescue
 - (11) Organization for major work parties I.E. Statewide WP, Hotshot Crew WP, Special Project WP.
 - 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 or saw filing record hours under the correct agency the engineering is representing. I.E. “A” = USFS, or “B” = DNR, etc.
 - b. Things that don’t count
 - a. Work on private land does not count unless it is open to the public.
 - b. Riding and using an ATV
 - c. Packing something on the horse you ride does not count as skilled hours.

Col. I - Education and LNT:

1. Record time spent on Leave No Trace projects or other educational activities in ½ hour increments (0.5).
 - a. Use Agency Code E
 - 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, Saddle Fitting and Horsemanship.
 - (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, Sportsman Shows, Fair Booths.
 - (8) Rendezvous – Planning, facilitation, hosting, teaching, working, judging, set-up. (use agency code R)

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 and fundraisers, 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.

Guidelines Continued

- (12) **Highly skilled professional work CONTACT YOUR REGIONAL VHC**
Highly skilled professional work such as legal, CPA, 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 to 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. **Unless educational series are held.**
2. Most admin. hours not related to a landowner will be recorded with Agency Code G for Administration

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. (Passengers should report travel time on their own line entry)

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 should automatically calculate the number of stock days. **If it doesn't automatically calculate total stock days, then manually record totals. Always double check this function before sending in your hours to the Regional VHC as the formulas will get inadvertently messed-up when you copy and paste from an outside workbook.**

Never submit any additional columns or changes to the 2025-2026 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 out 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. **Do not record, Travel Time, Vehicle Mileage or Stock usage.**
2. Record time to the nearest half hour (0.5) increments only. Do not record with .25 hr. or .75 hr. round-up.
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 12. 2025-2026 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.

NOTE: Reminder for 2026 reporting year: All Grant work parties, Special Projects work i.e. Hot Shot Crews or Regional work parties, must be run through your chapter VH database doc #3. Always record the grant number if applicable and the name of the work project i.e. “Green River - RTP grant #20-2005. Make sure to use a brief description, Sawyer, Packer, Equipment Operator or Basic Trail. This information should come from your trails project person or trails grant person. Also, do not record other volunteers which have another primary or main chapter. These hours are used for “Labor Match” but are not run through your chapter’s yearend individual totals. Contact your Regional VHC if you need assistance or have questions.