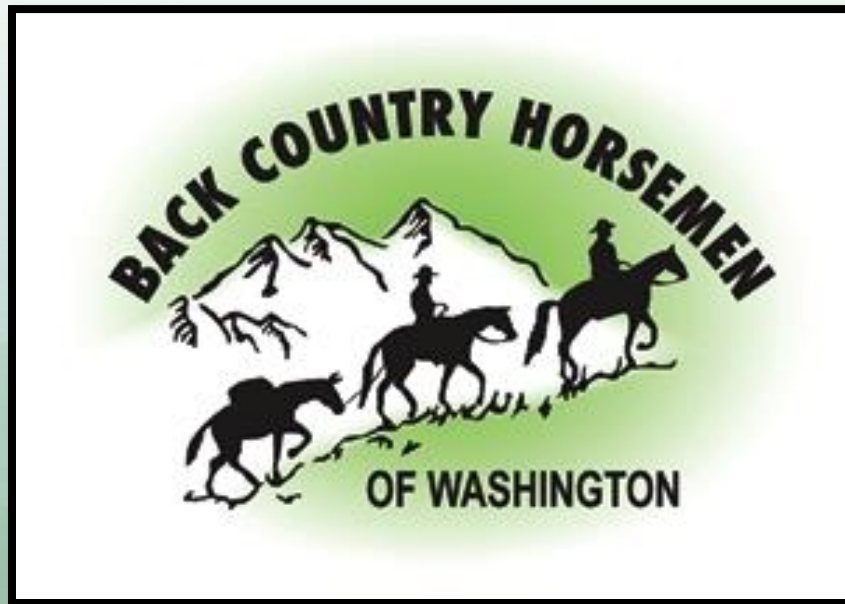


**Saturday  
January 23, 2021**

**BCHW-Volunteer  
Hours Training  
Zoom Class**

**Instructor:  
Deb Wesselius,  
BCHW - VH Chair**



**9:00 AM – Overview  
BCHW-VH Program**

**10:00 AM – Reporting  
BCHW-VH Guidelines**

**11:00 AM – Q&A -Excel**

**11:30 AM – RTP Field  
Sheet, Darrell Wallace**

# **Back Country Horsemen of Washington**

## **Volunteer Hours Program & Reporting Guidelines**



# Welcome to BCHW VH Training 2021

## *Your Class Crew*

**Zoom Facilitator: Mary Kane, TAH President**

**Class Instructor: Deb Wesselius, BCHW-VH Chair**

## **Regional Volunteer Hours Coordinators**

- ❖ **Barbara Vache', CHC – CHC, SKT & TDC**
- ❖ **Deb Wesselius, LCC – CCR, FRC, LCC, MSH, MVC, OBC, OVC, PON, PSR, RRR, WCC, WEN & YVC**
- ❖ **JoAnn Yost, GHC – BHR, GHC, IEP, MAC, MOC, OPC, PNC & SCR**
- ❖ **Louise Caywood, PCC – CPR, ICC, IND, PCC, NEC, NSC, TAH & WVC**

The 3 digit chapter codes identify who your Regional VHC is. If you do not know who your BCHW-Regional VHC is, leave a “CHAT” message.



# Reporting (back-up VH doc. #3-12)

## *Volunteer Hours Chair & Coordinators*

- The BCHW state organization has a **Volunteer Hours Chair** designated to facilitate the reporting of volunteers efforts. (**State VHC**)
- The BCHW state organization has **Regional Volunteer Hours Coordinators** assigned to each chapter VHC for guidance and assistance (**Regional VHC**)

Every chapter within the state must have a **Volunteer Hours Coordinator (VHC)** appointed to record the their volunteers hours.

BCHW has provided an MS Excel spread-sheet (Hours Database VH doc. #3) to facilitate and standardize the volunteer hours reporting process.

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

- Volunteers Time (Hours)
- Transportation Costs (TT & VM)
- Livestock Use (Stock Days)
- Other Resources (Personal Equipment)



**It's a lot like herding cats!**



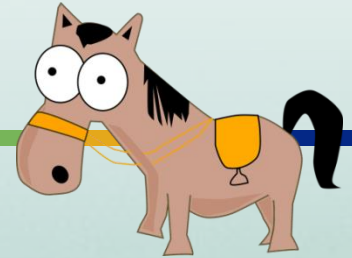
# Overview – BCHW VH Program doc. #1

## *Program Outline*

- Most returning VHC have been successful in working with and closing a reporting year. This training session will be a review and refresher class.
- The BCHW 2020-2021 VH Workbook (Excel Database) will not have any major changes to the look or how you enter data.
- For the new VHC the following information will help you navigate through your 2020-2021 Workbook. For a copy of the Workbook refer to slide #41.
- The VH reports are meant to be submitted and dealt with electronically, so if you do not have MS Excel, you may have another chapter volunteer enter your data or go to [www.openoffice](http://www.openoffice) and select the free download for spreadsheets.
- You should retain your past records for up to 3 years. Don't permanently remove hard copy records from your storage without saving your data to a C/D or thumb drive as you may be asked for volunteer records from individuals, chapter or award nominations.



# Overview – BCHW VH Program doc. #1 (cont'd)



## *Schedules*

- The calendar year for reporting and submitting your chapter hours
  - a. Begins on October 1<sup>st</sup> previous year (10/01/2020)
  - b. Ends September 30<sup>th</sup> in current year (09/30/2021)
- As VHC you will begin to collect and record your chapter hours on a quarterly basis, due to your Regional VHC on the cutoff date below. If you cannot meet one of these deadlines contact your Regional VHC.
  - a. First deadline – March 1<sup>st</sup>
  - b. Second Deadline – June 1<sup>st</sup>
  - c. Third Deadline – September 1<sup>st</sup>
  - d. 4<sup>th</sup> & Final Deadline – November 1st
- Close your chapter reports early to allow time to work with your Regional VHC ensuring accurate reports. Remember that all unreported hours can be submitted with the next quarterly report.



# Overview – BCHW VH Program doc. #1 (cont'd)

## *Regional VHC & Managing your Reports*

- The Regional VHC Responsibilities
  - a. Receives your quarterly report & completes a preliminary review.
    - ✓ If you are asked for corrections (Regionals will use Column “P”)
    - ✓ Make the required changes and resubmit your report
  - b. You will either receive an “all clear” or your report will be sent back asking for further modifications
    - ✓ Make the corrections quickly so your report can be finalized
    - ✓ Your Quarterly report is considered a draft report
    - ✓ Don’t input data into an already reviewed and “cleared” report
    - ✓ Don’t start a new Database Workbook
    - ✓ Don’t record in column P unless a direct question is asked
    - ✓ Don’t remove colored highlighted fields



**DO NOT IGNORE YOUR REGIONAL VHC!**



# 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 stock 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 Washington mission statement.
- Volunteer service by BCHW is consistently **underreported**.
- Administrative Hours by chapters is consistently **underreported**.





# Overview – BCHW VH doc. #8



## *Volunteer Hours are Important*

Volunteering helps keep trails open for all users.

- It puts BCHW and horsemen in a positive position when engaging with other user groups.
- It shows BCHW and horsemen as good neighbors within the community & helps overcome negative opinions about sharing trails.
- 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 completing work that normally wouldn't get accomplished.
- Volunteering gives credibility to Back Country Horsemen in discussions with land managers and assists in being awarded Trail Grants.
- Volunteerism and Education is a big part of our organization from LNT classes, Saw Certification Instruction, First Aid & other equine related programs.



# Away Sheets – Field Sheets

## BCHW VH doc. #3a



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

The Away Sheet is where the VHC records the efforts made by the chapter volunteers.

Use the Away Sheet to:

- The Away Sheet is designed to be printed and taken into the “Field”
- Record the **efforts of individual** members (their hours)
- Record the resources used on the project.  
(Transportation, Travel Time, Livestock & Equipment)
- Separate out projects by agency & district codes.  
(USFS, DNR, State, County, BLM, NPS, Education & Admin.)
- Copy & create as many Away Sheets as required.
- The Away Sheets are used to enter data in the Hours Database Workbook





# Away Worksheets (cont'd)



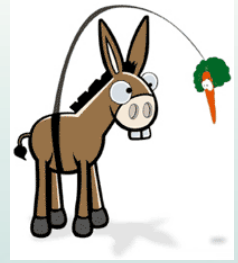
BCHW VH doc. #3a

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Revised: 01/01/2021			BACK COUNTRY HORSEMEN OF WASHINGTON											
2	BCHW VH Document 3a.														
3	FOR PRINTING & FOR USE IN THE FIELD														
4	Use for the 2020/2021 Reporting Year			Volunteer Hours Report for Year 2020/2021											
5	CHAPTER NAME														
6	Volunteer Name	Chapter	Project Date	Description of Work/Trailhead Names	Agency Code	Dist.	Work	Hours	Other Hours		Travel		Equines		Total
Basic							Skilled	LNT	Admin	Travel	Vehicle	Quant	Days	Stock	
7							Hours	Hours	Educ.	Pub Mtg	Time	Miles	Stock	Used	Days
8	Calculated Totals						0	0	0	0	0	0	0	0	0
9	✓ Print out several copies of the "Away Sheets" and hand them out at your chapter meetings.														
10															
11	✓ Post a copy of the "Away Sheet" in your chapter newsletter.														
12															
13	✓ Keep numerous copies of the "Away Sheet" with you at all times during chapter activities.														
14															
15	✓ Make sure you provide copies of the "Away Sheets" for the event coordinators planning chapter activities.														
16															
17	✓ The "Away Sheet" is available in three formats														
18	1. VH doc. #3a printable file														
19	2. TAB (bottom of Workbook) VH doc. #3 (also printable)														
20	3. In pdf format for trail work leaders.														
21															
22	✓ Note the Agency Codes across the bottom of the sheet.														
23															
24	A - USFS; B - State DNR; C - State Parks & Hiway; D - National Parks; E - Education/LNT; F - WDFW; G - Administration; M - BLM; O - NOLT; T - Private Timber; W - County														



# Volunteer Hours Worksheet

## Hours Database VH doc. #3



The **Volunteer Hours Worksheet** is where the VHC enters and summarizes the efforts made by the chapter members for a quarterly report to the Regional VHC then to the State VHC.

Use the Volunteer Hours Worksheet to:

- Summarize the effort of chapter members
  - ✓ Tracking where the work was done
  - ✓ Can be used for applying for grants
  - ✓ Used to forward the information to the appropriate agency
  - ✓ Used to receive the USFS passes
- Awards or recognition
  - ✓ The final (4<sup>th</sup> quarter) report is designed for the chapter VHC the **opportunity** to track volunteer individual totals for awards and recognition.
- Agencies in turn will use the information to apply for grants & funding





# BCHW-Hours Database Workbook

## BCHW VH doc. #3 (back-up VH doc. #3-12)

### Column by Column

**A B C D E F G H I J K L M N O P**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>Revised: 01/01/2021</b>			<b>BACK COUNTRY HORSEMEN OF WASHINGTON</b>												
2	<b>BCHW VH Document</b>			<b>Volunteer Hours Report for year 2020/2021</b>												
3	<b>Use for the 2020/2021 Reporting Year</b>			<b>CHAPTER NAME</b>												
4	Volunteer Name	Chapter	Project Date	Description of work/ trail/trail head names	Agency Code	Dist.	Work Hours		Other Hours		Travel		Equines		Total Stock Days	
5							Basic	Skilled	LNT	Admin	Travel	Vehicle	Quant	Days		
6							Hours	Hours	Educ.	Pub Mtg	Time	Miles	Stock	Used		
7				Calculated Totals			43	41	63	129	35.5	1338	9	7	9	
24	Dave Sunde	OVC	01/15/19	BCHW Vice President 01/01/16 - 01/31/16	G					31					0	
25	Dave Sunde	OVC	02/28/19	BCHW Vice President 02/01/20 - 02/28/20	G					28					0	
26	Deb Wesselius	LCC	01/25/19	BCHW Awards Chair, prepare presentation packets for judging	G					10					0	
27	JoAnn Yost	GHC	02/15/19	BCHW Regional VHC	G					15					0	
28	JoAnn Yost	GHC	07/15/18	Fun Ride Fund raiser, Hunter Tree Farm, Elma Wa - Organized prizes	G					12					0	
29	Barb Taylor	NOC	01/15/16	Secretary minutes	G					2					0	
30	JoAnn Yost	GHC	08/01/20	Organize and set-up Fun Ride	G					6	1	20			0	
31	Vache' Barbara	CHC	05/31/19	Regional VHC, work, reviewed two BCHW chapters from two different BCHW chapters VHC	G					15					0	
32															0	
33	<b><i>Do not change the formulae, font size, font style or color</i></b>															0
34															0	



# Guidelines for Reporting

## BCHW VH doc. #2

### Volunteer Name – Column “A”

➤ *Volunteer Name - Column “A”*

- Record the volunteers name
  - ✓ Record as first name, last name (John Doe)
  - ✓ Or record as last name, first name (Doe, John)
- Be consistent throughout the reporting year for sorting accuracy
- Do not leave blank
- Do not record with Dittos “ ”
- If the volunteer is a guest get information from the event or work party contact person

HELLO  
MY NAME IS

*What's in a  
Name?*





# Guidelines for Reporting BCHW VH doc. #2



## Chapter Code – Column “B”

### ➤ *Chapter Code - Column “B”*

- Record your three letter chapter code
- Refer to BCHW VH doc #4 2020-2021 Chapter Codes to locate your chapter code
- Do not leave blank
- Use only one chapter code per report
- Do not make up your own chapter code
- You can use the drop down menu at row 7 (hover over the red triangle)





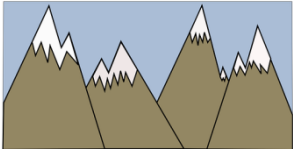
# Guidelines for Reporting

## BCHW VH doc. #2

### Project Date – Column “C”

#### ➤ *Project Date - Column “C”*

- Record the date the work was done as (mm/dd/yy)
- Use only one date per field
- If the work party or event spans more than one day
  - ✓ Report the first day of the event or work party
  - ✓ Column “C” would be recorded as 01/20/20 and you would use column “D” Description (01/20/20 – 01/25/20)
  - ✓ Also use column “D” Description if you are recording monthly hours. Record the last day of the month in column “C” and in the description column e.g. Treasurer duties (05/01/20 – 05/31/20)
- Do not leave a blank date field
- Don't use Dittos “ ”



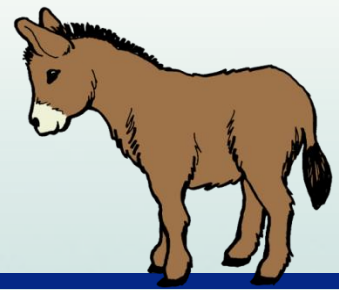
Mon	Tue	Wed	Thr	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		





# Guidelines for Reporting

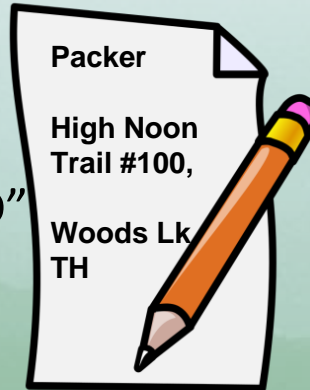
## BCHW VH doc. #2



### Description of Work – Column “D”

#### ➤ *Project Description - Column “D”*

- Add a brief description of the work that was done in column “D”
  - ✓ Include location
  - ✓ Trailhead
  - ✓ Trail number
  - ✓ Work that was done. i.e. Packer, Lost Trail #1234, Rockwood Lake Trailhead. Packed cargo for PCTA
- You have 3 lines in column “D” to record your description and shouldn’t need more.
  - ✓ The Excel workbook is programmed with the “Wrap Text” feature.
- If you need extra lines you have available for your use abbreviations. Refer to BCHW VH doc. #6



• **DO NOT INCREASE THE ROW HEIGHT TO FIT MORE INFORMATION**



# Guidelines for Reporting

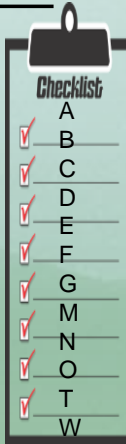
## BCHW VH doc. #2



### Agency Code – Column “E” Reference - BCHW VH Document # 5 for Agency codes

#### ➤ *Agency Code - Column “E”*

- This code indicates which agency gets credit for the work completed
- For a list of available codes, use the drop-down list provided on the electronic worksheet row #7 (red triangle) hover over the agency codes
- Keep a hard copy of the BCHW VH document #5 for your reference
- Do not use more than one agency code per field
- Do not make up your own agency codes
- Do not code any Work Hours (Basic or Skilled) with agency code “G” Admin.
- Use the agency code where the work was performed i.e. A, B, C, D etc.
- All fundraising hours that do not benefit the land owner should be recorded to in the administrative column with Agency code “G”





**Agency Codes (Column E)****BCHW VH Document 5.**

Agency Code	Agency Name
A	U.S.F.S.
B	State DNR
C	State Parks and Highways
D	National Parks
E	Education and LNT
F	Dept. of Fish & Wildlife (State) (WDFW)
G	Administration
M	Bureau of Land Management
O	Other (NOLT)
T	Private or Timber
W	County

**District Codes for Agency A (Column F)**

District Code	District Name
	<b>USFS (Agency A)</b>
CNF	Colville National Forest Salmo-Priest Wilderness
GPNF	Gifford Pinchot National Forest Goat Rocks Wilderness Mt Adams Wilderness Indian Heaven Wilderness Trapper Wilderness Tatoosh Wilderness
MBS	Mt Baker Snoqualmie National Forest Glacier Peak Wilderness Bolder River Wilderness Clear Water Wilderness Norse Peak Mt Baker Wilderness William O Douglas Wilderness Glacier View Wilderness Boulder River Wilderness
OKNF	Okanogan National Forest Pasayten Wilderness Lake Chelan-Sawtooth Wilderness
WNF	Wenatchee National Forest Alpine Lakes Wilderness Henry M Jackson Wilderness William O Douglas Wilderness
OLNF	Olympic National Forest Mt Skokomish Wilderness Wonder Mt Wilderness Colonel Bob Wilderness The Brothers Wilderness Buckhorn Wilderness
UMNF	Umatilla National Forest Wenaha Tucannon Wilderness
IDNF	Idaho Priest National Forest
ORNF	Oregon Forest

**BCHW VH Doc. #5****NOTE:**

All data entries must have a Agency Code.  
DO NOT LEAVE COLUMN E BLANK  
DO NOT MAKE UP YOUR OWN AGENCY CODE

**NOTE:**

Agency Codes A = USFS & B = DNR  
Agency Codes D = NPS & O = (Other) NOLT.  
Require a District Code. Always use a District Code with Agency Codes A, B, D & O.  
Do not leave column F (district code) blank if either agency code's A, B, D & O are entered.  
DO NOT MAKE UP YOUR OWN DISTRICT CODE

**District Codes for Agency B (Column F)**

District Code	District Name
	<b>DNR (Agency B)</b>
SPS	South Puget Sound Region
PCR	Pacific Cascade Region
OLR	Olympic Region
NWR	Northwest Region
NER	Northeast Region
SER	Southeast Region

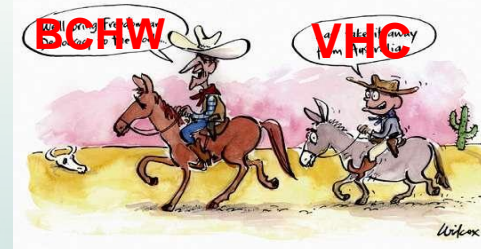
**District Codes for Agency D (Column F)**

	<b>NPS (Agency D)</b>
OLNP	Olympic National Park
MRNP	Mt Rainer National Park
NCNP	North Cascades National Park

**District Codes for Agency O (Column F)**

	<b>Other (Agency O)</b>
NOLT	North Olympic Land Trust

**PRINT VH DOC. #5**  
**FOR YOUR**  
**REFERENCE**

**Agency Codes**

&amp;

**District Codes**



# Guidelines for Reporting

## BCHW VH doc. #2



### District Code – Column “F” Reference - BCHW VH Document #5 for District codes

#### ➤ *District Code - Column “F”*

- Enter the District code where the work was completed
- For a list of available codes, use the drop-down list provided on the electronic worksheet row #7 (red triangle) hover over the District codes
- Keep a hard copy of the BCHW VH document #5 for your reference
- Do not use more than one district code per field
- Do not make up your own district codes
- A district code is required only with agency codes
  - ✓ A USFS, B DNR, D NPS & O NOLT
- All other agency codes do not require or use a district code and should be left blank





# Guidelines for Reporting

## BCHW VH doc. #2



### Basic Trail Work – Basic Column “G”

Record trail work hours under the agency for which you spent the time. \*\*

➤ Basic - Column “G”

- Trail work on public land or open private lands
- General Trail Maintenance e.g. cut, lop, brush, swamper, clear debris, drainage correction & treadwork
- Wrangler
- Prep work for skilled work
- Recon hours ridden in advance planning for a trail project
- Trailhead & Road clean-up (not LNT Edu) \*\*
- Support for food preparation for work party (NOT for RTP Grant)
- Campground host if agency requested/required
- Operating an ATV





# Guidelines for Reporting

## BCHW VH Document #2

### *Skilled Column "H" Skilled Trail Work*



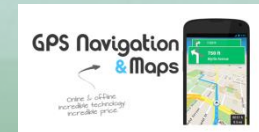
Record actual man-hours for time spent on trail or related work where both power tools and/or heavy equipment are used.

#### ➤ Skilled - Column "H"

- Packing
- Chainsaw & Cross-cut
- Welding
- Carpentry (Bridge Construct)
- Heavy Equipment Operator
- ✓ Tractors
- ✓ Backhoes
- ✓ Dump Trucks
- ✓ Post Drivers
- Prepping & loading heavy equipment



- Search and Rescue
- GPS Mapping
- Trail Survey
- Painter
- Construction Laborer
- ✓ Brush Chipper
- ✓ Billy Goat walk behind
- ✓ Tracked Power Wheelbarrow
- ✓ Mechanical Brush Cutter
- Organizing for major work parties (SWWP, Special Projects etc.)





# Guidelines for Reporting

## BCHW VH doc. #2



### Trail Work

#### *What Doesn't Count - Basic*

- Cleaning up after yourself on the trail or at the trailhead.
- Trail work on private property not open to the public



### Trail Work

#### *What Doesn't Count - Skilled*

- Trail work on private property not open to the public
- Packing something on your riding horse (unless you hike and lead your riding horse)
- Riding or operating an ATV





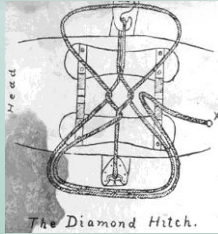
# Guidelines for Reporting

## BCHW VH doc. #2

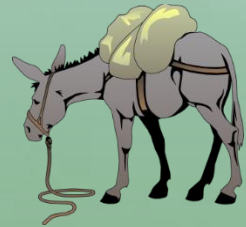


### Education/LNT – Column “I”

Record Leave No Trace (LNT) education projects and other Educational activities under the agency code of “ E ”.



- Clinics and Seminars – Planning, Teaching and Hosting (working, judging and setup) public clinics. (e.g. Horsemanship and packing skills).
- Presenting or writing articles regarding LNT or other educational topics.
- Education Booths – Public display or representation of the BCHW interaction with the public.
- Hosting an informational clinic for your chapter
- Speaking or Teaching at another chapter or organization
- BCHW Leadership Classes both Student and Instructors
- Rendezvous - Planning, Teaching and Hosting (working, judging and setup) public clinics.





# Guidelines for Reporting

## BCHW VH doc. #2



### Education/LNT – continued Column “I”

- BCHW Events such as covering shifts at WA St. Horse Expo, Sportsman Shows, Fair Booths.
- GPS/Map Classes, Compass Course, Training and Instruction
- Chainsaw/Crosscut Saw certification training (including prerequisite First Aid, CPR, etc.) for both student and instructors
  - a. For classroom instruction for chainsaw/cross-cut certification, record the hours in column “I” with an agency code of “E”.
  - b. 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.



Figure 2: Terminology of basic parts [10]



# Guidelines for Reporting

## Administrative Service, Public Meetings & BCHW Representation

### BCHW-VH doc. #2



### ***Administration – Column "J"***

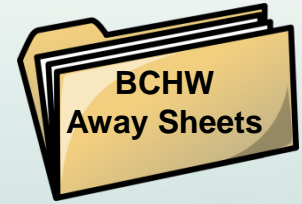
- Time spent planning or coordinating projects with agencies or within the chapter or with government agencies
- Time attending Forest planning and active participation at public agency meetings including; USFS, BLM, DNR, National Parks, State, County and City.
  - a. Record hours under column "J" Administration & Public meetings, using the proper related agency & district codes. A=USFS w/GPNF or B=DNR w/NER, D=NP w/RNP etc.
- Active participation at conferences, meetings, seminars & legislative day, relating to BCHW Purpose and Objectives.
- Research for articles, or writing of an article to be published in a newsletter, FB or website.
- All chapter and state fund raisers that provide benefits to the public (e.g. Tack Sales, Fun Rides & Poker Rides etc.)
- Parades – Promotion of BCHW, showing banners.





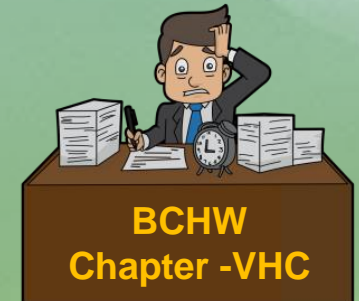
# Guidelines for Reporting

## BCHW-VH Document #2



### Administrative Service and Public Meetings continued: - Column "J"

- Day-to-day duties for elected or appointed officers, committee chairs or committee members. Record these hours monthly.
- Consider sending out "Away Sheets" VH doc. 3a as monthly reminders.
  - a. President & Vice President
  - b. Director & Alt. Director
  - c. Secretary – this includes research & writing chapter business
  - d. Treasurer
  - e. Trail Bosses – Trail Work Leaders
  - f. Volunteer Hours Reporting
  - g. Grant Manager and Grant Liaison
  - h. Newsletter Editor, Publicity, Webpage & FB monitoring. Research, writing & photos for articles publication & award nomination efforts.
  - i. Chapter Ride hosts & Chapter Ride(s) coordination





# Guidelines for Reporting

## BCHW-VH doc. #2



### Administrative Service and Public Meetings cont.: - Column "J"

#### What Doesn't Count:

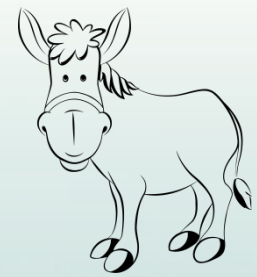
- BCHW chapter meetings unless an Educational Speaker gives a presentation for part of the meeting
- Time spent publicly representing non BCHW mission statement related charitable donations of time or money. \*\*
- Your chapter or group efforts while volunteering at a homeless shelter, including disaster relief efforts.
  - Fires (stock & hay hauling, stock housing) \*\*
  - Floods (stock & hay hauling, stock housing) \*\*
  - Mudslides (stock & hay hauling, stock housing) \*\*
- BCH chapter, state and national board meetings that are not considered part of public meetings





# Guidelines for Reporting

## BCHW-VH doc. #2



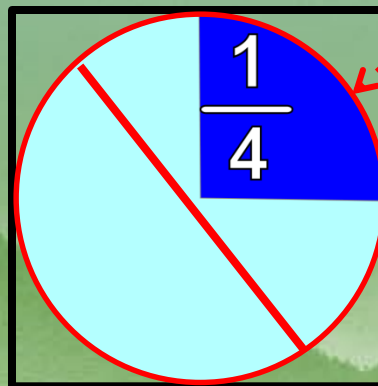
### Travel Time – Column “K”

#### *Travel Time*



- Record actual hours spent by participants going to and from (round trip) projects, educational events or public meetings
  - a. Record hours in  $\frac{1}{2}$  hour increments (0.5)
  - b. Watch carefully – Example: (2.25 hr. s/be 2.5 or .75 s/be 1 hr.)
- Record travel time for the driver and all volunteers in the vehicle.
  - a. Passengers should report their Travel Time on their own line entry.

**DO NOT RECORD  
IN FRACTIONS**



**ROUND-UP  
IN  $\frac{1}{2}$  INCREMENTS!**



# Guidelines for Reporting BCHW-VH doc. #2



## Mileage – Column “L”

- Personal Vehicle Miles (POV)
  - Actual vehicle miles driven to and from projects, educational or public meetings and return – only driver can claim miles.
  - Record in whole numbers not fractions. (101.4 = 102 etc.)
  - Set your odometer reading when you leave your house
  - Use phone and take a picture of odometer; depart & arrival
  - Actual miles using a truck and/or trailer to haul animals AND/OR Heavy equipment etc. for projects – only driver can claim miles.



### *What Doesn't Count:*



- Mileage for passengers traveling in the vehicle
- Mileage for which you received monetary reimbursement i.e. directors travel or RTP grant POV reimbursement





# Guidelines for Reporting

BCHW-VH doc. #2

For Stock Reporting always use Column's M, N & O



## *Quantity of stock - Column "M"*

- Number of saddle and pack stock used to complete a project.

## *Days Used – Column "N"*

- Record how many days you used your saddle and pack stock

**Total Stock Days – Column "O"** If the formulae doesn't automatically calculate the Total Stock Days field, then manually input the data.

- 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

BCHW-VH doc. #2

Additional Information



## *Additional Information for the BCHW Database Workbook*

- Never add to the number of columns
- Never change the row height or width
- Never change the column height or width
- Never make changes to the formulae in row 7
- Never change font size, font style or color
- Never record blank fields with an -0- zero. Leave blank fields blank.
- If you have problems formatting after Excel functions and the workbook gets messed up, copy and paste your report into another “clean-copy” of the database. If this doesn’t work contact your regional or state VHC.
- If you have any doubt about time spent , ask your project leader, regional or state VHC. It is better to record time now rather than set aside and possible lose it later. If a situation arises that doesn’t seem to fit any of the guidelines, do what would be considered reasonable.
- One hard and fast rule *ALWAYS BACK-UP* your database workbook



# Guidelines for Reporting

## BCHW-VH doc. #10

### VH Cheat Sheet & General Information



BCHW VH Document 10. 2020-2021 CHEAT SHEET GENERAL INFORMATION

Cheat Sheet General Information and Volunteer Hours 2020-2021

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" and "B" 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. 2020-2021 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.

Continued on next page

Revised 01/01/2021

**Print the BCHW VH doc. #10 to keep handy for your reference during your data entry.**

BCHW VH Document

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 2020/2021 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 drop down list.

Col. F. District Code - Only Agency Code "A", "B", "D" & "O" 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 land owner. Understand when fund raising efforts would or would not benefit the land owner.

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.

Revised 01/01/2021



# Guidelines for Reporting

## BCHW-VH doc. #11

### VH Data Sort Instructions



#### BCHW VH Document 11. 2020-2021 VOLUNTEER HOURS DATA SORT

##### Data Sort Instructions

The Data Sort instruction sheet was created as a quick reference for sorting your Excel Database Workbook. By carrying out a primary sort prior to submitting the workbook to your Regional VHC, you will be able to identify errors occurring when compiling your chapter's VH hours report.

##### Sort Information

You can eliminate 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" or "question marks" or leave blank in the required columns. Also, the more accurate you input into column "D" Description of Work, the more precise sort you can accomplish.

Doing a primary sort on the Date column will quickly review any dates that have been entered incorrectly or missed. Sort by Level = C

Doing a primary sort on the Agency Code column will reveal missing or incorrect coding and missing district codes. Sort by Level = E

Doing a primary sort on the District Code column also will reveal missing "A", "B", "D" and "O" codes. Sort by Level = F

Doing a primary sort on the Travel Time column will reveal incorrect entries or entries for travel and mileage in the wrong column. Sort by Level = K

If BCHW/BCHA and chapter officers and committee chairs provide their administrative hours and description accurately, a sort on the description column will help if you are asked to provide the treasurer or volunteer with his/her total administrative hours. It is suggested that you use the same description i.e. BCHW President, BCHA Director, BCHW Secretary, or Chapter President, Chapter Secretary, Newsletter Editor, etc., Sort by level = D

##### Sorting your information – Always make a copy of your workbook prior to using the sort function.

You can sort your information to meet your needs. However, you can only sort it by how you have entered your information. That is why it is important to be sure that all your entries for Agency Codes A, B, D & O have the correct District Code. All other agency codes do not require a district code and you should leave that column blank. Remember, the more accurate you data input, the easier to sort it and generate a better report.

First, decide how you want the information sorted. Example: Sort by agency code. Start at the very first entry (row 8) and take your cursor and place it to the Left of the name box of the first row, left click and continue to hold it down while scrolling down to the very last entry. After all is highlighted let go of the mouse. Move your cursor up to the toolbar and click on the Data Tab. A box will drop down containing the word sort, click on it. Another box should drop down that gives you several options. It is within that box where you can choose which columns (levels) you select to sort your data.

##### Sort Steps: step by step

Directions from MS Excel Version 2010 if you have a newer version of Excel sort accordingly.

-Highlight the rows you wish to sort i.e. row 8 down to the last row in the database i.e. row 100. Be sure to highlight each row clear through col O. (Info. row 8 to row 23 = page 1, rows 24 – 39 = page 2 etc.)

-Click on the "Data" Tab on top of the spreadsheet.

-Click on Sort

-Select the different columns in which you wish to sort by (adding/deleting levels) i.e. Name = level "A" Agency Code = level "E" and Date = level "C"

-Click OK

Example: If the rows to sort are highlighted from row 8 to row 23 and across from column A to column O, you will be given these Sort Level options. Key: you have to highlight the sections you want sorted.

NAME – LEVEL = A	EDUCATION – LEVEL = I
CHAPTER – LEVEL = B	ADMINISTRATION – LEVEL = J
PROJECT DATE – LEVEL = C	TRAVEL TIME – LEVEL = K
DESCRIPTION OF WORK – LEVEL = D	VEHICLE MILES – LEVEL = L
AGENCY – LEVEL = E	QUANTITY STOCK – LEVEL = M
DISTRICT – LEVEL = F	TOTAL STOCK DAYS – LEVEL = O
BASIC HOURS – LEVEL = G	
SKILLED HOURS – LEVEL = H	

- Print out the data sort instructions to use as a reference tool.
- Use the sort functions after you input new data and view for errors.
- Only sort the new quarters entry do not sort new data into previously sorted data.



Revised 01/01/2021



# Guidelines for Reporting

## BCHW-VH doc. #12

### VH Printing Instructions



BCHW VH Document 12. 2020-2021 VOLUNTEER HOURS PRINTING INSTRUCTIONS

Printing Instructions for **Hours Database** Sheet or single page printing

• **Use caution when printing single pages. Be sure to indicate which pages you want to print as requesting a print of the entire workbook will be 143 pages long which = 2293 rows.**

• To print multiple pages always go to print preview first, scroll down until you note the line number where your last data was entered. Or you can specify which pages you wish to print when the "Print" dialog box appears. When you select "Print Preview and Print" and you select print, type in the page numbers you need to print as explained in the paragraph below.

• Click File>Click **Print**>Click Settings> type in the page numbers you want to print in the Page box **1** to **5** = five pages to print equals 87 rows. This command will control the problem of printing extra pages.

• Also, you can use the command (Ctrl-P) then select print options. For example: printing a single page of the Summary Page.

• We also have quick VH "Away Sheets" for printing. Find the "Away Sheet" Tab beside the Hours Database Tab on the 2020-2021 VH Database Workbook. It is made to be printed on 8.5x11 and taken to the field. Also, the BCHW VH Document 3a. 2020-2021 VH Printable (Away Sheet) is available for easy printing. **Special note: The entire agency codes are listed across the bottom of the two forms for easy reference.**

You can also select specific "print areas" by highlighting the area to print>click on the Page Layout Tab>Print Area>mark a specific area of the sheet for printing.



Revised 01/01/2021

- Print out the printing instructions to use as a reference tool.
- When you print in Excel, make sure to specify the page number(s) or you run the risk of a lot of empty pages. The rows of the database go to 2293 with 143 pages.
- You can also use the (Ctrl-P) for print jobs.






# BCHW-Hours Database Workbook BCHW VH doc. #3

## Practice Sheet (Refer to BCHW Training VH doc. #35)

**A B C D E F G H I J K L M N O**

**P** ←

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Revised: 01/01/2021															
2	BCHW VH Document															
3	Use for the 2020/2021 Reporting Year															
4	BACK COUNTRY HORSEMEN OF WASHINGTON															
5	Volunteer Hours Report for year 2020/2021															
6	CHAPTER NAME															
7	Volunteer Name	Chapter	Project Date	Description of work/ trail/trail head names	Agency Code	Dist.	Work Basic Hours	Hours Skilled	Other Hours LNT Educ.	Admin Pub Mtg	Travel Time	Vehicle Miles	Equines Stock	Days Used	Total Stock Days	Regional Coordinator Notes
8	Dave Sunde	OVC	01/01-01/31	BCHW Vice President 01/01/19 - 01/31/19	G					31					0	Change date to only one date per field
9	"	OVC	06/30/19	Saw Certification Class Twisp River Horse Camp	E	OKNF			8		0.75	50			0	Add name (NO " ") Change agency code to A and round up Travel Time to 1 hr
10	Deb Wesselius		15/2	BCHW Awards Chair, prepare presentation packets for judging	G						10				0	Add missing chapter code and correct the date. Move hrs from TT col. to Admin col.
11	Deb Wesselius	LCC	08/15/19	Pack in 150 Lbs gear tools and supplies for the Pacific Crest Trail crew. Snogress Trail #86, BerryPatch TH	A	GPNF	2	7			4	150		2	0	Input 2 stock days in Ccolumn M, 1 stock day in Column N and 2 stock days in Col. O
12	JoAnn Yost	GHC	02/15/19	BCHW Regional VHC	G						15				0	Move hours from the Travel Time column K to the Admin column J
13	Louise Caywood	PCC	02/19/19	WA State Horse Expo, Vancouver WA BCHW LNT 02/19 02/21	G				24		4.25	165			0	Change agency code to E EDU. and round up Travel Time to 4.5 hrs
14	Barb Taylor	NEC	05/15/19	Big Canyon Rd Hwy clean-up	C	Biggy C	6				1		55		0	Delete made up District code from Col. F & move hours from Qty Stock Col. M to VM Col. L
15	Peggy Swanberg	OVC	03/10/19	Regional VHC, review reports	E					15					0	Change agency code to G for Admin
16	Dave Sunde	OVC	07/30/19	State Wide work party, Pasayten - Thirty Mile, Sawyer cross cut saw	A		9				1.75	75	1			Add missing District code, move hrs from Basic to Skilled Col. & round up TT to 2 hrs. Add missing stock days Education not Skilled
17	Deb Wesselius	LCC	06/30/01	State Wide work party, Pasayten - Packer	A	OKNF	7	2			5		1	1	1	Correct year in date Col. Change the fields (move hrs) between Basic & Skilled.
18	Caywood Louise	PCC	07/10/19	BCHW Gravel Haul at Mima Mounds TH record accomplishment video & editing						12					0	Add missing Agency code E Edu. Move hrs from Admin Col. To Edu Col. I. Add TT & VM
19	Barb Taylor	NEC	01/16/19	Secretary minutes	G		2								0	Move hours from the Basic Hours column to the Admin column J
20	JoAnn Yost	GHC	08/12/06	Organize and set-up Fun Ride	G				6			20			0	Correct year in date Col. Move hrs from Edu col. to Admin column. Add missing TT
21	Jnn Yost	GHC		Top and toss branches North Fork Humptulips	A	OLNF		8			2	92	1	1	1	Correct name, move hours from Skilled column over to the Basic Col. Non Skilled
22	Barbara Vache'	BCHW	01/05-05/31	Regional Volunteer Hours Coordination, reviewed two Back Country Horsemen of Washington chapters from two different Back Country Horsemen of Washington chapters	A	G	RegVHC	15							0	Correct chapter code. Correct date. Clean-up & abbreviate Description. Correct Dist. Code move hrs from Basic hrs to Administration column.
23	Smith " 35	LCC	05/25/19	Sawyer, Klickitat Trail 7A	A	GPNF	10					2	156	1	1	Correct name, move hours from Basic col. over to the Skilled col. Move hrs over one column M & L. to K & L. Add 1 qty stock

**Column "P" is for Regional use to communicate during quarterly reviews**



# BCHW-Hours Database Workbook

## BCHW VH doc. #3

### Columns - Hours Database row #7

A B C D E F G H I J K L M N O P

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Revised: 01/01/2021			BACK COUNTRY HORSEMEN OF WASHINGTON											
2	BCHW VH Document			Volunteer Hours Report for year 2020/2021											
3	Use for the 2020/2021 Reporting Year			CHAPTER NAME											
4	Volunteer Name	Chapter	Project Date		Agency Code	Dist.	Work	Hours	Other Hours		Travel		Equines		Total
Basic							Skilled	LNT	Admin	Travel	Vehicle	Quant	Days	Stock	
Hours				Hours			Educ.	Pub Mtg	Time	Miles	Stock	Used	Days		
Calculated Totals				43			41	63	129	35.5	1338	9	7	9	
24	Dave Sunde	OVC	01/15/19	BCHW Vice President 01/01/16 - 01/31/16	G					31					0
25	Dave Sunde	OVC	02/28/19	BCHW Vice President 02/01/20 - 02/28/20	G					28					0
26	Del Wesselius	LCC	01/25/19	BCHW Awards Chair, prepare presentation packets for judging	G					10					0
27	JoAnn Yost	GHC	02/15/19	BCHW Regional VHC	G					15					0
28	JoAnn Yost	GHC	07/15/18	Fun Ride Fund raiser, Hunter Tree Farm, Elma Wa - Organized prizes	G					12					0
29	Barb Taylor	NOC	01/15/16	Secretary minutes	G					2					0
30	JoAnn Yost	GHC	08/01/20	Organize and set-up Fun Ride	G					6	1	20			0
31	Vache' Barbara	CHC	05/31/19	Regional VHC, work, reviewed two BCHW chapters from two different BCHW chapters VHC	G					15					0
32															0
33															0
34															0

DO NOT MAKE ANY CHANGES OR MESS WITH THE FORMULAE IN ROW #7

**DO NOT MAKE ANY CHANGES OR MESS WITH THE FORMULAE IN ROW #7**



# Summary Page – TAB

## BCHW-Hours Database VH doc. #3



After each quarter close the State VHC uses the chapters Summary Page To compile the quarterly report to the directors.

Back Country Horsemen of Washington  
Volunteer Hours Report  
Use for 2019/2020 Reporting Year

		Rate per hour/mile	Total Value
Total Basic Hours	43	\$27.20	\$1,169.60
Total Skilled Hours	41	\$40.80	\$1,672.80
LNT and Education	62	\$27.20	\$1,713.60
Admin and Public Meetings	129	\$27.20	\$3,508.80
Travel Time	35.5	\$27.20	\$965.60
<b>Total Hours</b>	<b>311.5</b>	<b>Hourly Dollar Values</b>	<b>\$9,030.40</b>
Vehicle Mileage	1338	0.95	\$1,271.10
<b>Total Miles</b>	<b>1338</b>	<b>Miles Dollar Values</b>	<b>\$1,271.10</b>
<b>Total Stock Days</b>	<b>9</b>	<b>\$100.00</b>	<b>\$900.00</b>
<b>Grand Total</b>			<b>\$11,201.50</b>

Formulae from the Hours Database (row 7) automatically generate the Summary Page. **DO NOT** enter data or change any information to the Summary Page. The Summary Page is for the State VH Chair to update and manage the current volunteer rates that make up BCHW values. These rates are provided from BCHA from the <https://www.independentsector.org/>

You can copy or print this page to share with your Volunteers or post in your chapter newsletter.





# Volunteer Hours Report - State Summary

## Compiled Annually in December.



Back Country Horsemen of Washington  
Volunteer Hours Report  
State Summary  
2020 ~ Final prepared by: Deb Wesselius, BCHW VH Chair



Washington State Chapter	Trail Work		Admin		Travel Time	Total Volunteer Hours	Personal	Total	Total Dollar Value
	Basic	Skilled	L.N.T.	Public			Vehicle	Stock	
	Trail	Trail	Educ.	Service			Miles	Days	
Buckhorn Range Chapter	364	52.5	43	200.5	237.5	897.5	4174	18	30,891.30
Capitol Riders Chapter	22	0	26	130	67.5	245.5	2338	3	9,198.70
Cascade Horse Club	72.5	80	0	352.5	127	632	2314	2	20,676.70
Crab Creek Riders	25	7	43	70.5	33	178.5	894	2	5,999.70
Ferry County Chapter	94	30	0	77	51	252	841	30	11,061.35
Grays Harbor Chapter	968.5	318	54.5	1131.50	545.5	3018	15123	98	110,581.25
Independent	56	356	42	2585	218	3257	10770	201	123,763.50
Inland Empire Chapter	284	15.5	0	40	77.5	417	2112.5	4	13,960.08
Island County Chapter	86	81	0	150	49.5	366.5	1566	0	12,558.10
Lewis County Chapter	330.5	510	356	2053	486.5	3736	11950	43	124,207.70
Methow Valley Chapter	746	611.5	27.5	193	358.5	1936.5	8911.5	67	76,155.13
Mt Adams Chapter	0	0	24	165.5	13	202.5	708	0	6,180.60
Mt Olympus Chapter	519	515	37	443	232.5	1746.5	1739	43	60,460.85
Mt St Helens Chapter	411	68	35	727	401	1642	9891	6	55,583.65
Nisqually Chapter	53.5	0	39	331.5	144.5	568.5	2661	8	18,791.15
Northeast Chapter	492.5	264.5	159	332.5	357.5	1606	8980	95	65,311.40
Oakland Bay Chapter	123	60	0	109	79.5	371.5	2190	9	13,901.30
Okanogan Valley Chapter	10.5	2	50.5	61.5	63	187.5	1904	0	6,936.00
Olympic Chapter	684	0	22	4687	233	5626	5023	49	162,699.05
Peninsula Chapter	4772.5	1255	384	2316.5	960.5	9688.5	26668	174	323,329.80
Pierce County Chapter	564.5	776	884.5	2071	803	5099	23602	124	184,068.30
Ponderosa Chapter	219.5	19	175	759.5	268	1441	5921	7	45,778.55
Purple Sage Riders	63	0	55	734.5	201	1053.5	7320	21	37,709.20
Rattlesnake Ridge Riders	164.5	25	257	1406.5	321.5	2174.5	10211	17	70,886.85
Scatter Creek Riders	381	107.5	19.5	384	227	1119	5912	10	38,515.20
Skagit Chapter	291.5	54	56	602.5	402	1406	9497	48	52,799.75
Tahoma Chapter	298	291	167.5	1810.5	357.5	2924.5	10043	53	98,344.85
Traildusters Chapter	95	177	47	422.5	150.5	892	2847	2	29,574.25
Wenas Chapter	12	0	57.5	351.5	95	516	2026	0	15,959.90
Wenatchee Valley Chapter	0	0	0	17	12	29	520	0	1,282.80
Whatcom County Chapter	237	809	118	576	505.5	2245.5	14689	238	109,834.55
Yakima Valley Chapter	64	0	60	716	181.5	1021.5	3938	14	32,925.90
Totals	12505	6484.5	3239.5	26008	8260.5	56497	217284	1386	1,969,927.41

Back Country Horsemen of Washington  
Volunteer Hours Report  
State Summary  
2020 ~ Final prepared by: Deb Wesselius, BCHW VH Chair



State Agency Report									
U.S.F.S. (A)	4239	3577.5	91.5	320	2193	10421	57170	780	464,416.70
State DNR (B)	2316	788.5	2	39	846	3991.5	20816	252	164,267.60
State Parks (C)	472.5	203	1	134	268	1078.5	4414	29	39,189.30
National Parks (D)	508	466.5	9	4	140	1127.5	2641	76	47,121.35
Education & LNT (E)			3046		1006	4052	25619	16	136,152.45
Dept. Fish & Wildlife (F)	66.5	12		3	17	98.5	472	12	4,490.80
Administrative (G)				25217	2622	27839	76994	34	833,765.10
BLM (M)	118	11.5		5	42	176.5	1195	11	7,192.45
NOLT (O)	687	77.5			82	846.5	1462		25,467.70
Private Timber (T)	1794	921	84	205	764	3768	18533	152	147,821.55
County (W)	2304	427	6	81	280	3098	7968	24	100,042.40
Totals	12505	6484.5	3239.5	26008	8260	56497	217284	1386	1,969,927.40

Volunteer Hours Report - State Summary - 12/11/2020  
By Chapter & Agency





# Volunteer Hours Report

## BCHA VH Summary Report submitted annually in Dec.



### Backcountry Horsemen of America Volunteer Hours Report

Washington State

2020

	Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours	12505	\$27.20	\$340,136.00	Calculated per hour
Total Skilled Hours	6485	\$40.80	\$264,567.60	Calculated per hour
Total Trail Recon Hours	0	\$27.20	\$0.00	Calculated per hour
Total LNT - Education	3240	\$27.20	\$88,114.40	Calculated per hour
Total Public Meetings	0	\$27.20	\$0.00	Calculated per hour
Total Administrative Service	26008	\$27.20	\$707,417.60	Calculated per hour
Total Travel Time	8260	\$27.20	\$224,672.00	Calculated per hour
<b>Total Hours</b>	<b>56497</b>			
Wilderness Trail Miles	0			
Other Trail Miles	0			
<b>Total Trail Miles</b>	<b>0</b>			
Personal Vehicle	160790	\$0.90	\$144,711.00	Calculated per mile
Stock Hauling	56494	\$1.10	\$62,143.40	Calculated per mile
<b>Total Travel Miles</b>	<b>217284</b>			
Power Equipment	1702	\$30.00	\$51,060.00	Calculated per hour
Heavy Equipment	851	\$110.00	\$93,610.00	Calculated per hour
<b>Total Equipment Hours</b>	<b>2553</b>			
Total Stock (Pack and Saddle)	0			
<b>Total Stock Days</b>	<b>1386</b>	\$100.00	\$138,600.00	Calculated per day
Total Donations	\$0.00		\$0.00	
<b>Total</b>			<b>\$2,115,032.00</b>	

### BCHW Summary Report By Chapter By Agency

BCHW VHC creates  
The BCHA Summary  
Report from these  
totals.

- Stock Hauling Miles
- Are calculated from
- % of Vehicle Miles
- Equipment Hours
- are calculated
- from % of Skilled hrs.

**BCHW 2020  
Volunteer  
Contribution  
\$2,115,032.00**

Back Country Horsemen of Washington  
Volunteer Hours Report

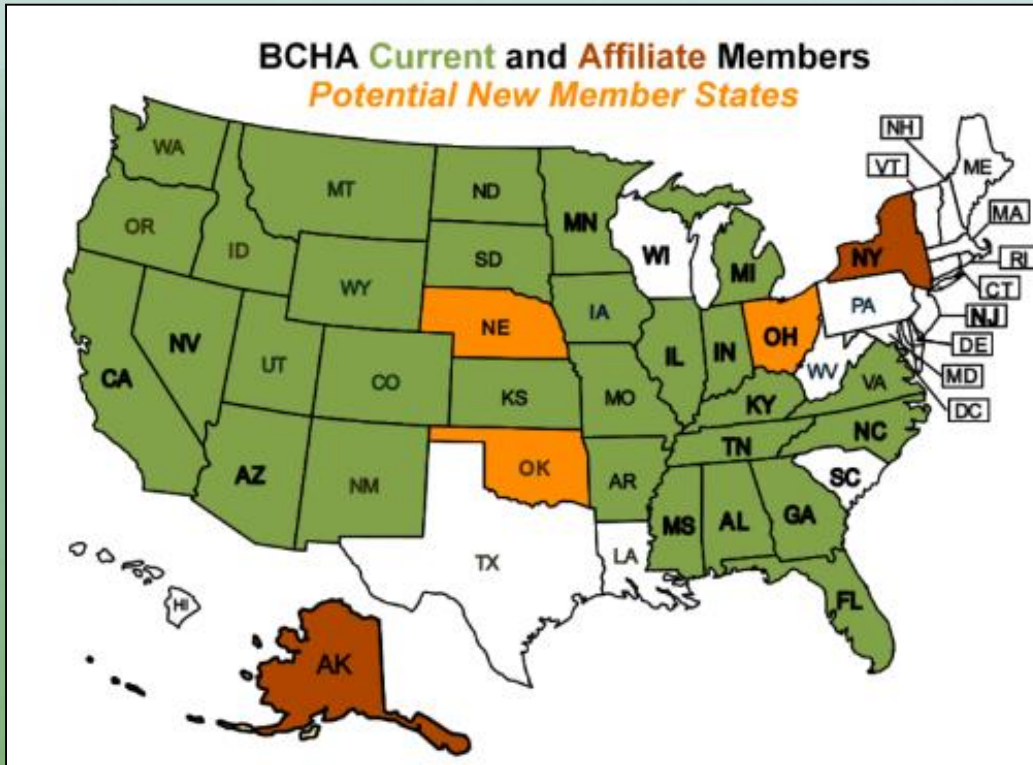
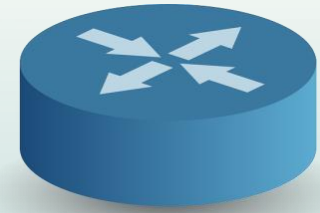
State Summary

2020 ~ Final prepared by: Deb Wesselius, BCHW VH Chair

Washington State Chapter	Trail Work		Admin		Travel Time	Total Volunteer Hours	Personal Vehicle Miles	Stock	Total Dollar Value	
	Basic Trail	Skilled Trail	L.N.T. Educ.	Public Service						
Buckhorn Range Chapter	364	52.5	43	200.5	237.5	897.5	4174	18	30,891.30	
Capitol Riders Chapter	22	0	26	130	67.5	245.5	2338	3	9,198.70	
Cascade Horse Club	72.5	80	0	352.5	127	632	2314	2	20,676.70	
Crab Creek Riders	25	7	43	70.5	33	178.5	894	2	5,999.70	
Ferry County Chapter	94	30	0	77	51	252	841	30	11,061.35	
Grays Harbor Chapter	968.5	318	54.5	1131.50	545.5	3018	15123	98	110,581.25	
Independent	56	356	42	2585	218	3257	10770	201	123,763.50	
Inland Empire Chapter	284	15.5	0	40	77.5	417	2112.5	4	13,960.08	
Island County Chapter	86	81	0	150	49.5	366.5	1566	0	12,558.10	
Lewis County Chapter	330.5	510	356	2053	486.5	3736	11950	43	124,207.70	
Methow Valley Chapter	746	611.5	27.5	193	358.5	1936.5	8911.5	67	76,155.13	
Mt Adams Chapter	0	0	24	165.5	13	202.5	708	0	6,180.60	
Mt Olympus Chapter	519	515	37	443	232.5	1746.5	1739	43	60,460.85	
Mt St Helens Chapter	411	68	35	727	401	1642	9891	6	55,583.65	
Nisqually Chapter	53.5	0	39	331.5	144.5	568.5	2661	8	18,791.15	
Northeast Chapter	492.5	264.5	159	332.5	357.5	1606	8980	95	65,311.40	
Oakland Bay Chapter	123	60	0	109	79.5	371.5	2190	9	13,901.30	
Okanogan Valley Chapter	10.5	2	50.5	61.5	63	187.5	1904	0	6,936.00	
Olympic Chapter	684	0	22	4687	233	5626	5023	49	162,699.05	
Peninsula Chapter	4772.5	1255	384	2316.5	960.5	9688.5	26668	174	323,329.80	
Pierce County Chapter	564.5	776	884.5	2071	803	5099	23602	124	184,068.30	
Ponderosa Chapter	219.5	19	175	759.5	268	1441	5921	7	45,778.55	
Purple Sage Riders	63	0	55	734.5	201	1053.5	7320	21	37,709.20	
Rattlesnake Ridge Riders	164.5	25	257	1406.5	321.5	2174.5	10211	17	70,886.85	
Rattlesnake Creek Riders	381	107.5	19.5	384	227	1119	5912	10	38,515.20	
Skiagit Chapter	291.5	54	56	602.5	402	1406	9497	48	52,799.75	
Tahoma Chapter	298	291	167.5	1810.5	357.5	2924.5	10043	53	98,344.85	
Trailbusters Chapter	95	177	47	422.5	150.5	892	2847	2	29,574.25	
Wenas Chapter	12	0	57.5	351.5	95	516	2026	0	15,959.90	
Wenatchee Valley Chapter	0	0	0	17	12	29	520	0	1,282.80	
Whatcom County Chapter	237	809	118	576	505.5	2245.5	14689	238	109,834.55	
Yakima Valley Chapter	64	0	60	716	181.5	1021.5	3938	14	32,925.90	
Totals	12505	6484.5	3239.5	26008	8260.5	56497	217284	1386	1,969,927.41	
State Agency Report										
U.S.F.S. (A)	4239	3577.5	91.5	320	2193	10421	57170	780	464,416.70	
State DNR (B)	2316	788.5	2	39	846	3991.5	20816	252	164,267.60	
State Parks (C)	472.5	203	1	134	268	1078.5	4414	29	39,189.30	
National Parks (D)	508	466.5	9	4	140	1127.5	2641	76	47,121.35	
Education & LNT (E)					3046	1006	4052	25619	16	136,152.45
Dept. Fish & Wildlife (F)	66.5	12			3	17	98.5	472	12	4,490.80
Administrative (G)					25217	2622	27839	76994	34	833,765.10
BLM (M)	118	11.5			5	42	176.5	1195	11	7,192.45
NOLT (O)	687	77.5				82	846.5	1462		25,467.70
Private Timber (T)	1794	921	84	205	764	3768	18533	152	147,821.55	
County (W)	2304	427	6	81	280	3098	7968	24	100,042.40	
Totals	12505	6484.5	3239.5	26008	8260	56497	217284	1386	1,969,927.41	

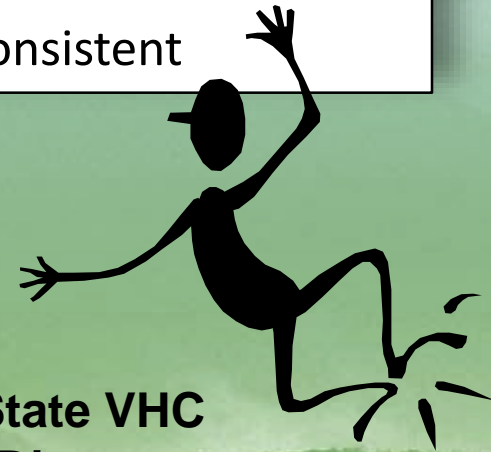


# Flow of Information



To make reporting effective, information must be:

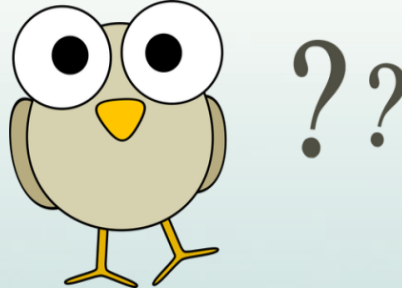
- Accurate as possible
- Reliable
- Consistent



Chapter Report to → Regional VHC → Regional VHC to State VHC  
→ State VHC compiles reports sends to → BCHW Directors  
→ State VHC to BCHA Volunteer Hours Committee → National Board

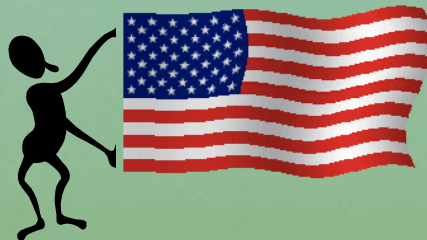


# Questions?



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

- Contact your Regional VHC or State VHC
- From Back Country Horsemen of Washington website:  
<http://www.bchw.org> *click on Resources select Volunteer Hours*
- For more information contact the BCHW Volunteer Hours Chair:  
[volunteer@bchw.org](mailto:volunteer@bchw.org)



- The value of volunteer time is determined each year from:  
<https://www.independentsector.org/> From BCHA-VHC
- Hourly Rates are determined by BCHW in conjunction with the government agencies (WA State Employment Security)



# BCHW – RTP Grant Field Sign-in Sheet 2021



**RTP Field Sheet Instruction held directly following this class @ 11:30AM**

BCHW - RTP Grant Field Sign-in Sheet 2021													
Project Leader _____ Landowner _____ Trail # or name _____			My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.										
Mo/Day		Print first and last name, Sign below		Trail Hours		SKILLED Work Description <small>Sawyer, Packer, Carpenter, Equip. Operator, Constr. Laborer, etc.</small>	Travel Miles		Google Maps? Or Odometer		Stock  Qty	Per Diem - 11 hour minimum	
				Basic	Skilled		Donated	Billed	Odom Start	Odom End		\$ Donated	\$ Billed
Totals - do NOT use this line													
<b>Trail Work Description</b> "Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day - Skilled only.						<b>Tailgate Safety Briefing</b> <div style="display: flex; justify-content: space-between;"> <div>                         c PPE                          c Emergency Evac. Plan                          c First Aid Kit                          c Trail Maintenance JHA                     </div> <div>                         c Livestock Operation JHA                          c Sawing JHA                          c Rigging JHA                          c Other _____                     </div> </div>							

- For chapters administering an RTP Grant this is the Grant Field Sign-in Sheet that your chapter Trail Work Leaders will be using to record grant work hours.
- Your grant administrator or grant liaison will be turning this grant field sheet into the VHC. (VHC ASK FOR THEM!)
- You will use this form to enter data into the BCHW Hours Database VH doc. #3.
- Contact the State VH Chair if any questions.

If you receive the grant field sheet and you have a total of 2 stock qty then record in the hours database  
 Col. M as 2  
 Col. N as 1  
 Col. O as 2  
 Contact the State VH Chair for any questions.



# BCHW - RTP Grant Field Sign-in Sheet 2021 (continued)



BCHW - RTP Grant Field Sign-in Sheet 2021											
Project Leader _____			My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.								
Landowner _____											
Trail # or name _____											
		Trail Hours		SKILLED Work Description	Travel Miles		Google Maps? Or Odometer		Stock	Per Diem - 11 hour minimum	
Mo/Day	Print first and last name, Sign below	Basic	Skilled	Sawyer, Packer, Carpenter, Equip. Operator, Constr. Laborer, etc.	Donated	Billed	Odom Start	Odom End	Qty	\$ Donated	\$ Billed
Totals - do NOT use this line											
<b>Trail Work Description</b> "Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day - Skilled only.				<b>Tailgate Safety Briefing</b> c PPE c Emergency Evac. Plan c First Aid Kit c Trail Maintenance JHA c Livestock Operation JHA c Sawing JHA c Rigging JHA c Other _____							

- All Grant Work Parties, Special Projects Work i.e. Hot Shot Crews or Regional Work Parties, hours must be ran thru your chapter VH database VH doc. #3.
- Make sure to record the grant number if applicable.
- This information should come from the chapter grant administrators.
- If any questions contact your state VHC.



# RTP Grant Field Sheet 2021 Instruction

## BCHW - RTP Grant Field Sign-In Sheet 2021 Instructions

**This information  
Provided by  
BCHW  
Grant Administrator**



1. Print the Project Leader's name.
2. Indicate the Landowner Name: FS District, DNR Region, NP, etc.
3. Indicate the Trail name or number, or trailhead.
4. Fill in the month and day (e.g., 9/19). One day per line.
5. Have each volunteer print their name and sign below within the same box in the indicated column. If a volunteer leaves the work party prior to signing, the Project Leader can sign for them (e.g., *John Smith for Andrew Jones*) but every effort must be made to get the volunteer to sign for themselves. This makes the document an affidavit that would be hard for anyone to question.
6. Indicate how many hours of Basic (General) labor were donated that day by that volunteer. Include travel time in Basic labor only if the volunteer is not recording any mileage (a passenger). Round to the nearest half-hour.
7. Indicate how many hours of skilled labor were donated that day by that volunteer for the job description (the skill done most of the time that day). Round to the nearest half-hour. Preparation and cleanup time should be included (e.g., a packer might have spent 2 hours preparing the load, one hour feeding and saddling animals, 5 hours on the trail, another hour unloading, unsaddling and feeding. This would total 9 hours packing. A sawyer who packed his own tools might have spent 1 hour preparing the load, feeding and saddling animals, 5 hours on the trail, another .5 hours unloading, unsaddling and feeding. This would total 6.5 hours as a sawyer).
8. Indicate the description or job title of the skilled work performed. Enter only one skill per line - the skill done most of the time that day.
9. List the Travel miles donated as match.
10. List the Travel miles that will be billed in order to reimburse the driver.
11. Indicate the odometer miles at start and finish, OR indicate that the mileage was determined by Google Maps or other method (e.g., MapQuest).
12. Indicate the number of stock (horses and/or mules) used by the volunteer that day. Add "billed" if the volunteer wishes to be reimbursed rather than donate as match.
13. If the volunteer has been away from home at least 11 hours that day, and is willing to donate *some or all* of the per diem allowance for that day (amount varies by county) as match, the project leader will indicate the amount to be donated (used as match) and the amount to be reimbursed to the volunteer. Example: the volunteer donates \$30 to be used as match, and is reimbursed \$25 toward meal costs.
14. Project leaders or grant administrators will sum the totals on the bottom line, so please do not use this line.
15. Check off any appropriate safety briefing items.
16. Project Leader signs before sheet is sent to grant administrator.



# BCHW – RTP Grant Field Sign-in Sheet 2021 (continued) Field Sheet Conversion



## *How to convert hours from the RTP Field Sheet to the BCHW VH Sheet*

- When there are miles recorded in either the Donated or Billed columns, the volunteer could not record travel time because RCO (Recreation Conservation Organization) rules do not permit it.
    - To calculate the travel time for Volunteer Hours purposes, simply divide the miles by the speed you estimate they traveled in order to obtain the travel hours.
    - For example, if the volunteer recorded 95 miles, and you estimate they averaged 50mph, divide the 95 miles by 50 mph to get 1.9 hours.
    - Round up to get an even number of hours (2).
  - When a volunteer does not record any miles, they probably car-pooled, and were asked to record their travel time as Basic hours. When you see that, you may be able to deduce a more accurate number than the calculation method above.
- 45 • Move the recorded hours from the Basic column over to the TT



# BCHW - RTP Grant Field Sheet 2021 (cont)

## Example page



### BCHW - RTP Grant Field Sign-in Sheet 2021

Project Leader J. Rldon

Landowner USFS - Methow Valley RD

Trail # or name Andrews Cr

My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.

Mo/Day	Print first and last name, Sign below	Trail Hours		SKILLED Work Description Sawyer, Packer, Carpenter, Equip. Operator, Constr. Laborer, etc.	Travel Miles		Google Maps? Or Odometer		Stock Qty	Per Diem - 11 hour minimum	
		Basic	Skilled		Donated	Billed	Odom Start	Odom End		\$ Donated	\$ Billed
6/22	John Smith <i>John Smith</i>		6.5	Packer	100				2	30	25
6/22	Jane Smith <i>Jane Smith</i>	2.5	6.5	Sawyer					1	30	25
6/22	Bob Jones <i>Robert Jones</i>	6.5		Sawyer	90				1	55	-
6/23	John Smith <i>John Smith</i>		6.5	Packer		100			2	30	25
6/23	Jane Smith <i>Jane Smith</i>	9.0		Sawyer					1	30	25
6/23	Bob Jones <i>Robert Jones</i>		6.5	Sawyer		90			1	55	-
6/23	for Sam Porter <i>Sam Porter</i>		5	Sawyer		100	13121	13221	1	-	-
Totals - do NOT use this line											

#### VM Conversion:

- 100 miles
- Speed 55 mph avg.
- Divide miles by speed
- = 1.8
- Round up to 2 hours

#### Trail Work Description

"Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled" = Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day - Skilled only.

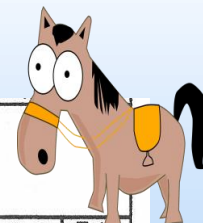
#### Tailgate Safety Briefing

V PPE  
V Emergency Evac. Plan  
V First Aid Kit  
V Trail Maintenance JHA  
V Livestock Operation JHA  
V Sawing JHA  
c Rigging JHA  
c Other \_\_\_\_\_



# BCHW – VH Sheet RTP Grant Field Sheet Conversion 2021.

Refer to BCHW VH Training doc. #47



1	Revised: 01/01/2021														
2	BCHW VH Document														
3	Use for the 2020/2021 Reporting Year														
4	BACK COUNTRY HORSEMEN OF WASHINGTON														
5	Volunteer Hours Report for year 2020/2021														
6	CHAPTER NAME RTP Field Sheet Conversion														
7	Volunteer Name	Chapter	Project Date	Description of work/ trail/trail head names	Agency Code	Dist.	Work Hours	Other Hours	Travel		Equines		Total		
8							Basic Hours	Skilled Hours	LNT	Admin	Travel Time	Vehicle Miles	Quant Stock	Days Used	Stock Days
9							13	31	0	0	17.5	190	9	7	9
10	John Smith	IND	06/22/20	Packer, Andrews Creek, Pasayten	A	OKNF		6.5			2.5	100	2	1	2
11		added chptr code	added YR	added Descripton (Travel Time see conversion example, Darrell Wallace)	added agency code	added dist. code					added travel time	VM Added w/donat.		added day used	added total stock
12	Jane Smith	IND	06/22/20	Sawyer, Andrews Creek, Pasayten	A	OKNF		6.5			2.5		1	1	1
13		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time			added day used	added total stock
14	Robert Jones	IND	06/22/20	Basic, Tread work, Andrews Crk, Pasayten	A	OKNF	6.5				2.5	90	1	1	1
15		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time	VM Added w/donat.		added day used	added total stock
16	John Smith	IND	06/23/20	Packer, Andrews Creek, Pasayten	A	OKNF		6.5			2.5	0	2	1	2
17		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time	No VM added w/Reimb.		added day used	added total stock
18	Jane Smith	IND	06/23/20	Basic, swamper, Anderws Creek, Pasayten	A	OKNF	6.5				2.5		1	1	1
19		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time			added day used	added total stock
20	Robert Jones	IND	06/23/20	Sawyer, Andrews Crk, Pasayten	A	OKNF		6.5			2.5	0	1	1	1
21		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time	No VM added w/Reimb.		added day used	added total stock
22	Sam Porter	IND	06/23/20	Sawyer, Andrews Crk, Pasayten	A	OKNF		5			2.5	0	1	1	1
23		added chptr code	added YR	added Descripton	added agency code	added dist. code					added travel time	No VM added w/Reimb.		added day used	added total stock



# Guidelines for Reporting



## **Report trail mileage cleared – For RTP Grant reporting – Trail Work Leader or Grant Liaison**

- Report actual trail miles worked on.
- Report Trail number or Trailhead
- Distinguish between miles cleared in wilderness and non-wilderness areas.
- Use Land Agency maps, either a GPS system or use a “best guess system” of the distances cleared, use Google Maps.
- 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.



# Volunteers Rock – 2018 Black Pine HC SWWP





# Thank you

Happy Trails!  
& don't  
forget to  
record your  
hours



Facilitator: Deb Wesselius, BCHW VH Chair

Photo: Deb and T.J., MFT mare

Cody Horse Camp – Midway L.O., GPNF 07/18/20