January 8, 2021

TO: BCHW-Chapter Volunteer Hours Coordinator

FROM: Deb Wesselius, BCHW-Volunteer Hours Chair

REGARDING: Pre-view of previously recorded VH Leadership Training from the January 26, 2019 class. This homework consists of nine videos providing a good overview for the upcoming BCHW Leadership Training held on Saturday January 23, 2021. The PowerPoint VH Class will be held virtually by using Zoom and begins at 9:00 a.m. The Zoom Instructions will follow.

The 2019 class was instructed by Peggy Swanberg who went thru the 12 BCHW VH documents and gave a column by column description of the BCHW VH doc 3 Hours Database (Excel Workbook). Since that time we have made updates to some of the guidelines and procedures. I just reviewed all nine of the videos and they run about 15-20 minutes each. I made notes of the changes for your reference and we will go over these in the 2021 training as well. I also have comments and answers from some of the questions raised during the class.

Please plan on reviewing the nine videos by going to the BCHW Website, clicking on RESOURSES then click on VOLUNTEER HOURS then scroll down to REFERENCE ON BCHW VH TRAINING VIDEOS FOR ADDITIONAL TRAINING. I viewed the videos from the L ► to R top row then L ► to R bottom row.

▶Video #2. We have added District codes to Agency Code “D” National Parks and with new Agency code “O” North Olympic Land Trust.

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| 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. |

▶Video #4. Comment was made “What agency code to use for Legislative Day?” *The answer is “G” and hours are to be recorded to the Administration column. Do not use the Education agency code.*

▶Video #4. Comment was made “When is the highlight to be removed from when the Regional VHC reviewed my chapters report?” *Leave the highlighted field in place and the state VHC will do final review of your report and remove the highlighted fields.*

▶Video #5. Question about making copies of your quarterly report if something goes wrong and you lose your data? *Answer: Contact your Regional VHC for a copy of your report and if they somehow misplaced your chapters report, they can contact the state VHC for a copy or your reports.*

▶Video #5. If you do not have MS Excel available to you or want to bypass the $99.00 MS yearly fee, *then go to OPEN OFFICE and download a compatible spreadsheet from there.*

▶Video #5. Comment was made for chapter VHC to utilize the Summary Page (TAB) next to the Hours Database (TAB) and print it to make available to your chapter members. *This is a great idea however this page is for the State VHC only meaning it is a read only report. Do not add any data do not mess with the formulae.*

▶Video #5. The correct response from the instruction explaining chainsaw certification and what the coding in classroom learning and in field hands on training is *explained correctly from the current VH doc #2 Guidelines section:* ***Col. I - Education and LNT***

*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. Do not record as skilled.*

▶ Video #6. The away reporting sheet was discussed in length regarding the inconsistency in the form layout between BCHW VH and BCHW RTP and other grant reporting. *This is currently being addressed and the BCHW Grant Administrators are cognizant of this issue and continue to work on the problem, however at this time we will continue to have two separate forms. The grant has special requirements which the BCHW VH recording doesn’t address. SPECIAL NOTE: The grant administrators are looking to hold a separate “Grant Webinar” at a later date from the BCHW Leadership training held January 23 that would be appropriate for the chapter VHC whose chapters are administering a RTP grant to attend for overall information. The date has been set for Saturday, January 31st, at 2:00 PM. As a chapter VHC you are not responsible for the grant hours reporting and paperwork, however the more you understand what your chapter grant liaisons and chapter trail work leader’s effort is to accomplish their paperwork successfully can help in the overall process.* ***Beginning at 11:30 a.m. following the main VH class, we will be holding a “grant VH reporting form” (RTP Field Sheet) discussion with Darrell Wallace presiding.*** *Chapters who are administering a RTP grant your VHC should definitely attend.*

*One other comment was made asking if the RTP grant volunteer hours should be submitted to the chapter VHC? YES most certainly the grant hours should be ran thru your chapter for the individual totals. Grant billing and grant match is a separate part of the BCHW organization. You should receive the grant “field sheets” from your chapter grant liaison or trail work leader.*

▶Video #7. Discussion was made regarding volunteers coming from another chapter to help out with a project.

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| SPECIAL NOTE: | Copied from BCHW VH Document #4 | | Chapter Codes |
| A volunteer hour sheet can only have one (1) chapter code on it. | | | |
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| A volunteer from another chapter will need to be entered on a separate sheet and sent to that Chapter's VH Coordinator. | | | |
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| If the volunteer belongs to more than one Chapter or wants their hours to go toward a grant/labor match, ask which Chapter they want the hours credited to. | | | |

▶Video #8. Holding Education series or speakers during the general meeting is allowed. If a chapter member or guest attends a general meeting, the hours do not count but if you hold an education program for at least 15-30 minutes you can record ½ hour under education. Round up the hours to the ½ hour even if you don’t exactly reach the 30 minutes. You could also record one way of an attendee’s travel time and vehicle mileage.

▶Video #9. Excel Workbook Sorting options. If you have questions or are having problems with sorting your report, then contact your regional VHC for assistance.

▶Video #9. How long to keep VH records 3 years is a good rule of thumb to keep your back-up records. I would copy all the C/D’s over to a thumb drive and archive the chapter records this fashion. Make sure to have your volunteers running individual totals recorded and saved for your award purposes.