



## **Volunteer Hours Reporting Guide**

# Backcountry Horsemen of America

## Volunteer Hours Report

[Enter state or Affilate Organization]

Date Range (Oct 2021-Sept 2022) or (Jan-Dec 2022)

Edit this column to  
change the published  
values

	Totals	Rate per hour/mile/day	Total Value		Current Rate per hour/mile/day:
Total Basic Hours	0	\$29.95	\$0.00	Calculated per hour	\$29.95
Total Skilled Hours	0	\$44.93	\$0.00	Calculated per hour	\$44.93
Non-Trail Hours	0	\$29.95	\$0.00	Calculated per hour	\$29.95
Travel Time	0	\$29.95	\$0.00	Calculated per hour	\$29.95
<b>Total Hours</b>	<b>0</b>		<b>\$0.00</b>		
Personal and Stock Use	0	\$1.00	\$0.00	Calculated per mile	\$1.00
<b>Total Travel Miles</b>	<b>0</b>		<b>\$0.00</b>		
Power Equipment	0	\$30.00	\$0.00	Calculated per hour	\$30.00
Heavy Equipment	0	\$110.00	\$0.00	Calculated per hour	\$110.00
<b>Total Equipment Hours</b>	<b>0</b>		<b>\$0.00</b>		
Total Stock Days	0	\$100.00	\$0.00	Calculated per day	\$100.00
			\$0.00		
<b>Total Donations</b>	\$0.00		<b>\$0.00</b>		
		<b>Total</b>	<b>\$0.00</b>		





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# Work hours

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## Basic work

- Trail maintenance brush clearing, work not requiring skilled labor, etc

## Skilled work

- Packing, carpentry, bridge construction, use of power equipment, chain saws, etc.

## Recon work

- Hours ridden in advance planning a trail project to determine the level of effort required

# Work miles

## Trail miles

- The total miles of trail not in a designated Wilderness Area cleared the project
- This should be reported once for a trail project as the aggregate total

## Wilderness miles

- The total miles of trail within a designated Wilderness Area cleared in a trail maintenance project





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# Community service

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## **Education and LNT**

- Hours spent teaching preparing and conducting educational clinics, seminars, classes, reports, LNT seminars classes etc.

## **Public meetings**

- Hours spent in actively attending or presenting at public meetings relating to BCH Activities or issues

## **Administrative service**

- Hours spent scheduling, coordinating and planning work rides within the chapter as well as coordinating rides with agencies and/or agency representatives

# Travel Time/Miles

## Travel time

- Actual hours going to and from projects, educational or public meetings

## Personal vehicle

- Actual personal vehicle miles from home to projects, educational or public meetings and return – only the driver reports miles

## Stock hauling

- Actual miles using a truck and/or trailer rig to haul animals AND/OR Heavy equipment etc. to projects and back
- Only Driver reports miles





# Equipment

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## Power equipment

- Total actual hours using personally owned power equipment on projects (e.g. Chainsaws, weed whackers, mixers, etc.)

## Heavy Equipment

- Total hours charged at hourly rate for heavy equipment used on projects. (e.g. Tractors, Post Drivers, Backhoes, etc.)



# Stock use

## Stock Used

- Number of livestock used to complete a project

## Stock days

- The number of animals times the number of days used
- If an animal is used for only part of a day, report as one Stock Day no matter long it was in service





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# Donations

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- Donations of money or material from chapter treasury, personal accounts or business accounts (e.g. nails, gravel, supplies, etc.)
- Report the monetary value

# For more information...

- <https://www.bcha.org/volunteering/hours/>
- Contact Cathy Oyster