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|  | https://bcha.site-ym.com/resource/resmgr/Images/BCHA_Website_logo-footer.png |  |
|  | **Volunteer Service Reporting** |  |
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|  | Volunteerism is one of the most important activities Back Country Horsemen can use in  our effort to perpetuate enjoyable common-sense use of pack and saddle stock in the  backcountry. A central point of our mission statement is to assist government agencies  in maintenance and management of public lands.  By using our time and resources, we help ensure that public land remains open to  recreational stock use by earning a seat at the table where we can influence the decisions  concerning access to public lands by pack and saddle stock users. The value of being able  to speak with public lands managers from the position of having provided volunteer  service cannot be overstated.  The hours and value of volunteer service by Back Country Horsemen is consistently  under-reported. It seems that while our members are more than willing to volunteer  their time and energy to maintain trails all across the country, many are reluctant to  report the hours and expenses incurred in that effort. |  |
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|  | **Collecting Volunteer & Education Hours: Why and How** |  |
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|  | It is important to understand that the value of the volunteer service goes beyond trail  work hours. It also includes time members devote to engagement in the management  planning process. Other reported expenses like travel time, stock use, stock and  equipment hauling, and in-kind donations add to the value of our volunteer service.  The 20-year total of BCHA volunteer service of $126 million is a value that gives BCHA  national representatives significant leverage when engaging with the Public Land  management agencies and other user groups in policy discussions about trail access  and maintenance. It is much harder for trails to be closed to pack and saddle stock use  when we are providing a large portion of the effort to keep them open. |  |
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|  | **What Hours Are Needed** |  |
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|  | Even when members report their basic work hours on projects, they often fail to report  the associated contributions like the travel time, mileage, and stock use. Each of these  categories adds considerable value to the volunteer effort of the individual member.  The BCHA Board in conjunction with multiple land managers has asked for the following to  be reported:            • All volunteer trail work done on public land                     **~** Included are any work or meetings held in preparation that will lead to  trail work or trail preservation;                     **~** Any meetings with agencies where recreational trail usage or maintenance  is discussed;                     **~** Phone calls discussing trail preservation or maintenance with managers;                     **~** It does not include private lands such as private timberlands unless they  will eventually become public lands.            • Stock and equipment usage           • Vehicle mileage and travel time           • All LNT Education hours and preparation hours **~** Planning and hosting clinics which provide LNT education. |  |
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|  | **How to Report Volunteer Efforts** |  |
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|  | Each chapter and State organization should appoint a Volunteer Hours Coordinator (VHC)  or committee responsible for reporting the hours that members work and other expenses  they incur during their service.  BCHA provides a Microsoft Excel Workbook to aid in the reporting of Volunteer efforts by  the BCH chapters and States.  Detailed guidelines for reporting the Volunteer effort are provided along with a PowerPoint  presentation. These guidelines are designed to help the VHC set up a program for reporting  in their chapter.   - [Download volunteer hours reporting form here](http://bcha.site-ym.com/link.asp?e=secretary@bchi.org&job=2760661&ymlink=77691312&finalurl=https%3A%2F%2Fwww%2Ebcha%2Eorg%2Fwp%2Dcontent%2Fuploads%2F2016%2F09%2FBCHAVolunteerHoursWorkbook2016%2Exls)   - [Download the guidelines for completing the volunteer reporting form here](http://bcha.site-ym.com/link.asp?e=secretary@bchi.org&job=2760661&ymlink=77691312&finalurl=https%3A%2F%2Fwww%2Ebcha%2Eorg%2Fwp%2Dcontent%2Fuploads%2F2016%2F09%2FBCHAVolunteerHoursReportingGuidelines2016%2Epdf)   - [Download the power point training presentation on reporting volunteer hours here](http://bcha.site-ym.com/link.asp?e=secretary@bchi.org&job=2760661&ymlink=77691312&finalurl=https%3A%2F%2Fwww%2Ebcha%2Eorg%2Fwp%2Dcontent%2Fuploads%2F2016%2F09%2F2016%5FBCHA%5FVolunteerHours%2Epptx)   - [Download the training presentation on reporting volunteer hours here](http://bcha.site-ym.com/link.asp?e=secretary@bchi.org&job=2760661&ymlink=77691312&finalurl=https%3A%2F%2Fwww%2Ebcha%2Eorg%2Fwp%2Dcontent%2Fuploads%2F2016%2F09%2F2016%5FBCHA%5FVolunteerHours%2Epdf)  While using this workbook greatly facilitates compiling the national report, it doesn’t  matter in what format the hours are reported. What matters is that the effort is reported.  Chapters should complete and submit their reports to their BCH State organization. **The**  **State should compile a State report and submit it to the BCHA Volunteer Hours**  **Committee by March 1st so a report can be presented at the National Board Meeting**  **in April.** Please submit reports to the BCHA Volunteer Hour Chairman,  [Volunteer@backcountryHorse.com.](mailto:Volunteer@backcountryHorse.com.?subject=Volunteer%20Hours%20Reporting) |  |
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|  | **A Few Things Volunteers in Each Chapter Need To**  **Remember:** |  |
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|  | • Travel time is the time spent getting to a project and back. All participants on the  project can report this time.  • The driver should report his mileage as well. Report as stock hauling vehicle mileage  if you are pulling a loaded trailer.  • Volunteers should report hours spent riding a trail in preparation for a trail project  as Recon hours. These are the hours needed for the project planners to determine the  resources and level of effort required to successfully undertake a project.  • Always report all pack and saddle stock use. This is a valuable contribution by  volunteers. Remember that using an animal for any part of a day constitutes a  Stock Day even if it is only used for a short period.  • Report the time members spend participating in planning meetings with public  land agencies as well as the travel time getting to them.  • Report the time preparing and presenting educational events.  Locally, each chapter should be reporting their hours into the land managers  in the fall on the land manager’s time schedule. Ideally, within BCH the hours  should go to somebody identified in the state or affiliate to collect these hours,  but if no one has been identified, then the National Director is ultimately  responsible for getting these hours to the National Board of BCHA.  The value of Volunteer time is determined annually at the National Board Meeting from  the report on the Independent Sector website  <https://www.independentsector.org/volunteer_time>.   Please feel free to contact [Volunteer@backcountryHorse.com](mailto:Volunteer@backcountryHorse.com?subject=Volunteer%20Hours%20Reporting)) at any time  if you have questions concerning reporting volunteer service.  Thank You,  BCHA Volunteer Hours Committee Chair |  |
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