

BCHC SERVICE HOURS FORM EXPLANATION

Group Report, Individual Report, Project Summary or Unit Summary: Check the one that applies to your needs.

Project Date: date or dates of this reported service.

Reporting Entity: Who is this report for? Individual's name or Unit name.

Unit Leader: Trail/Project boss.

Agency & District

Agency Contact Person: Representative working with your unit.

Project Name: Actual project name, educational clinic, seminar, public meeting, etc.

Project Location: Where is it?

Description of Work: Trail project: is it brushing, trail recon, water bar cleaning, trail building or repair, packing, garbage packing, trailhead project, how many trail miles, etc.? Is this an educational clinic or class for members, public, 4-H agency, etc? Is this public meeting? What about?

Volunteer Name(s), Agency or Unit: If group report or project summary, list names of the volunteers. If a summary, the Unit name or the agencies. If individual, list agency project for each entry.

Activity Date: What are the start / stop dates for this entry?

Skilled Labor: Actual hours for activities requiring skilled labor such as packing, carpentry, bridge construction, teamster, rockwork, heavy trail construction, etc. Valued at \$15/hour.

Trail Work: Trail maintenance/recon hours not requiring skilled labor (i.e., brushing, clearing, cleaning drainage, etc.). Valued at \$10/hour.

Education: Actual hours spent in preparation and conducting educational clinics, seminars, classes, etc. (This entry assists the agencies in meeting their requirements for educational activities.)

Public Meetings: Actual hours spent in attending or presenting at public meetings relating to BCH activities or issues.

Travel Time: Actual hours going from home to projects, educational, or public meetings and back.

Personal Vehicle: Actual personal vehicle miles valued at 34.5¢ per mile from home to projects, educational meetings, public meetings and back.

Stock Hauling: Actual miles (truck/truck and trailer). Valued at 53.5¢ per mile from home to projects and back.

Power Equip Hours: Total Personal use hours for personally owned power equipment used on projects, i.e., chainsaws, power pruners, etc. Valued at \$3/hour additional.

Heavy Equipment Local Rate: Total comparable local daily or hourly rate for heavy equipment used on projects, i.e., tractor and post driver at \$50/hr for 4 hours.

Donations & Unit Personal/Business: donations of money, material (nails, gravel, etc.), supplies, etc. from unit coffers, personal or business accounts.

Pack & Saddle Stock Number Used: Number used to complete a project.

Number of Stock Days: Number of head of stock times the number of days used (Example: 6 head × 2 days = 12 stock days). Valued at \$60/animal/day

In order to have a dollar figure for a project or Unit Summary, record all the hours and Stock/Days first for each participant and all equipment. Then, calculate the dollar value as a total.