



## AGENCY & DISTRICT CODES

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 and Wildlife (State)
G	Other
M	Bureau of Land Management
T	Private or Timber
W	County

<b>District Codes for U.S.F.S. Agency Code A</b>	
District Code	District Name
CNF	<b>Colville National Forest</b> Salmo-Priest Wilderness
GPNF	<b>Gifford Pinchot National Forest</b> Goat Rocks Wilderness Mt Adams Wilderness Indian Heaven Wilderness Trapper Wilderness Tatoosh Wilderness
MBS	<b>Mt Baker Snoqualmie National Forest</b> Glacier Peak Wilderness Bolder River Wilderness Clear Water Wilderness Norse Peak Mt Baker Wilderness William O Douglas Wilderness Glacier View Wilderness Boulder River Wilderness

<b>District Codes for Agency A Cont'd</b>	
District Code	District Name
OKNF	<b>Okanogan National Forest</b> Pasayten Wilderness Lake Chelan-Sawtooth Wilderness
WNF	<b>Wenatchee National Forest</b> Alpine Lakes Wilderness Henry M Jackson Wilderness William O Douglas Wilderness
OLNF	<b>Olympic National Forest</b> Mt Skokomish Wilderness Wonder Mt Wilderness Colonel Bob Wilderness The Brothers Wilderness Buckhorn Wilderness
UMNF	<b>Umatilla National Forest</b> Wenaha Tucannon Wilderness
IDNF	<b>Idaho Priest National Forest</b>
ORNF	<b>Oregon Forest</b>

<b>District Codes for 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

# VOLUNTEER HOURS GUIDELINES

## Volunteer Name

1. Record your name – First Last

## Chapter Code - NEC

## Project Date \_

1. If a work party runs for more than one day to several days, report the date as the first day of the work party.
2. Monthly accumulations should be reported using the last date of that month (mm/dd/yy)

## Agency Code

1. This code indicates which agency gets credit for work hours, donations, etc.
  - a. **Do Not** record any basic or skilled work under **Agency Code G**. Use the agency code where the work was performed

## District Code

1. Enter the district code where you did the work
  - a. A District Code is required for Agency A and Agency B only
  - b. All other agency codes do not require the district code

## Basic Trail Work Including Recon Work

1. Record hours for time spent on trail work in ½ hour increments (.5)
  - a. Some examples of what counts
    1. Trail and trailhead clean-up including lopping, clearing debris and cut logs, drainage or other manual type labor on public land or private land open to the public. No power tools are used
    2. Support or food preparation for work parties
    3. Campground host if agency requested/required.
    4. Preparation for work parties (Not planning meetings)
    5. On-site evaluation of work to be accomplished on qualified projects
  - b. What does not count
    1. Clean-up after yourself or non-work parties
    2. Work on private land unless it is open to the public

### **Skilled Trail Work Including Packing**

1. Record man-hours for time spent on trail or related work where both small power tools and/or heavy equipment are used. Record in ½ hour increments (.5)
  - a. When power/heavy tools are used only part time, record the non power/heavy hours under basic and the power/heavy hours under skilled.
  - b. Packing and leading additional stock is considered skilled; packing something on the horse as you ride it is not
  - c. Cross Cut saw work is considered skilled
  - d. Highly skilled professional work such as legal, accounting, engineering etc. should be reported under skilled
2. Work on private land does not count unless it is open to the public

### **LNT and Education:**

1. Record time spent on Leave No Trace projects or other educational activities in ½ hour increments
  - a. Use Agency Code E
  - b. If education is required by any agency, use their agency code and record the hours in the LNT/Education column

### **Administration and Public Meetings**

1. Record these hours using the proper related agency code
  - a. Some things that count are
    1. Attending or active participation at a public meeting relating to public lands or legislative matters
    2. Conference, meetings, seminars relating to BCH purpose and objectives
    3. Time spent participating, representing and promoting BCH and its mission
    4. Time spent publicly representing BCH in a productive manner for public benefit such as parades, fundraiser, etc.
    5. Preparation for chapter board and monthly meetings
    6. Time spent researching or writing an article for a newsletter
    7. Planning workshops for planning work for the year
    8. Planning calendar events open to the public
    9. Day-to-day duties for elected or appointed officers, committee chairs or committee members (Pres, Treas. Sec., VH, Newsletter, etc)
    10. Time spent at Director's meetings or related Director functions
  - b. Things that don't count
    11. Non mission related charitable donations of time or money
    12. Hours elected or appointed officers, committee chairs, committee members or the general membership spend at the monthly chapter meetings or monthly chapter board meetings
    13. Most administrative hours will be recorded with Agency Code G for "Other"

**Travel Time**

1. Record total time spent going to and from (round trip) your place of volunteering in ½ hour increments
2. Record travel time for the driver and all volunteers in the vehicle

**Vehicle Miles Including Trailer Towing**

1. Log only the total driver's mileage driven to and from (round trip) the place of volunteering in whole numbers, no fractions
  - a. Things that count are
    1. Miles driven in vehicles with or without trailers
  - b. Things that do not count
    1. Mileage for passengers traveling in the vehicle
    2. Mileage for which you received monetary reimbursement

**Quantity Stock AND Total Days**

1. Record how many stock used in the Quantity Stock Column. This includes your riding horse.
2. Record how many days you used your stock.

**Description of Work**

1. Add a brief description of the location and the work that was done.

**Additional Information on frequently asked questions**

1. If you are on a ride for your pleasure and you do some incidental clearing, report your work time only
2. Record time to the nearest half hour (.5) increments only.

*If you are ever in doubt about the time spent, ask your project leader or regional volunteer hour coordinator later. It is better to record the time rather than to put it aside and possibly lose it. When difficult situations arise that do not seem to fit any of the guidelines, do what would be considered reasonable.*