

Back Country Horsemen of Minnesota - BCH-MN

Here are the definitions for the fields which we want to record for volunteer events:

- **Date(s)** Date(s) that your event was held.
- **Names** Names, phone, email, of everyone who participated: You will usually have a volunteer signup sheet that everyone must sign e.g. DNR Volunteer Agreement & Report
- **Place** Name of the public facility: e.g. state forest or county park
- **Agency:** Governing agency, e.g., DNR or County where facility is located.
- **Work type** Description of the project work: e.g. Trimming and brushing on Trail xx, or cleanup at campground
- **Work hours** Total number of hours that everyone spent at work. There are two types, **basic** and **skilled**. This can be hours for basic work like trimming and then hours for skilled work like operating a chain saw or leading a pack horse.
- **Travel time** Total number of travel hours for everyone, to and from the project.
- **Vehicle miles** Total number of miles driven to and from the project for vehicles. Only vehicle drivers can count these.
- **Horses** Total number of horses used on the project and total number of horse days if the project was more than one day long

Once you get familiar with these items they are not that hard to remember to keep track of for your projects. The first five items are obvious and just getting everyone's name is usually the most effort. We will be suggesting forms that you can print out ahead of time to have with you and a template spreadsheet you can use. The last five items are logical breakouts because when BCHA accounts for volunteer efforts they assign a dollar value to each type of activity so that we can report to the public agencies, not just the number of volunteer hours but also the money equivalent value of the work. We all know how much more money talks!

Send your reports to bchminnesota@gmail.com

Thank you for all the work your group does for trails and trail riders in Minnesota!