

OET VOLUNTEER HOURS FORM EXPLANATION

Project coordinator fills out the top section and makes sure all information is complete. Include the phone number for both reporting person and agency contact.

DO NOT enter values on the report other than the DONATIONS. The VP of Field Services will establish all other values for the year end report. Please write or

Print clearly.

***Each worker must sign in.** Using two lines per person, print the participant's name in the first row and then have them sign on the row under it. This report also functions as a release. Participants must sign in before they begin any work.

The Tailgate Session leader is responsible for the discussion on safety and safety equipment. The leader assures that all workers are properly trained in safety procedures for this project. The leader should also make sure that every worker works within his or her capabilities or works with an experienced person.

Make two copies of the original. **Send the original** to the Agency contact person or the Agency Volunteer Coordinator. This person varies by agency so be sure it gets to the proper person so your group gets credit for the work performed. **Send one** copy to the OET VP Field Services & **retain one copy** for chapter records.

Turn in all forms immediately after the work party, meeting, or training session. Do not hold onto the forms. **Forms must be turned in by September 10th to be included in the agency fiscal year.** All forms must be turned in by January 15th to be counted for the Field Services Volunteer Chapter of the year.

IF YOU HAVE QUESTIONS CONTACT THE VP of FIELD SERVICES.

Instructions for filling in the sections **on the form:**

1. Group Report, Individual **Report, Project Summary** or **Chapter Summary** – check which one applies to your needs.
2. Project Date: date or dates of this reported service.
3. Reporting Name: Person filing this report. Trail/project boss etc.
4. OET Chapter: Chapter name for volunteers included on this report. If more than one chapter work together complete separate forms for each chapter.
5. Agency & District: Should be pretty clear. i.e. USFS, Fremont Ranger District
6. Agency Contact Person: representative working with your group.
7. Project Name: actual project name, educational clinic, seminar, public meeting, etc.
8. Project Location: where is it?
9. Description of Work: Trail project – brushing, logging out (how many/what size per mile), water bar construction, general packing, garbage packing. Trail reconstruction, number of miles or number of structures completed etc.? Was this an educational clinic or class? Was this a public meeting – what about?
10. Volunteer **Name(s), Agency or Chapter:** If group report or project summary, list the names of the volunteers. If individual, do a separate sheet for each agency. List projects separately.
11. Activity Date: What are the dates (start & stop) for this entry.
12. Skilled Labor: Actual hours for activities requiring skilled labor such as packing, carpentry, bridge construction, teamster, etc.
13. Trail Work: Trail maintenance/recon hours not requiring skilled labor, i.e., brushing, clearing, drainage, etc.
14. 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.) This does not include OET booth setup/duty at Fairs and Expos.
15. Public Mtgs: Actual hours spent in attending or presenting at public meetings relating to OET activities or issues.
16. Travel Time: Actual hours going from home to projects, educational, or public meetings and back.
17. Personal Vehicle: Actual personal vehicle miles from home to projects, educational meetings, public meetings, and back.
18. Stock Hauling: Actual miles (truck/truck and trailer) from home to projects and back.
19. Power Equip Firs: Total personal use hours for personally owned power equipment used on projects, i.e., chainsaws, power pruners, etc.
20. Heavy Equip 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.
21. Donations \$ Chapter Pers/Bus: donations of money, material (nails, gravel, etc.), supplies, etc from chapter coffers, personal accounts or business accounts.
22. Pack & Saddle Stock Number Used: Number used to complete a project.
23. *1/*Of Days -- how many days were these animals used?