



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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November 4, 2008

In Reply Refer To:
1114 (171) P

EMS TRANSMISSION: 11/4/08
Instruction Memorandum No. **CA-2009-006**
Expires: 09/30/2010

To: State Management Team
Attn: Volunteer Coordinators

From: Deputy State Director, External Affairs

Subject: Request for Data for BLM's 2008 Volunteer Annual Report **DD: 12/05/2008**

Program Area: Volunteers

Purpose: This memorandum requests your assistance in reporting field office information for BLM-California submission to the FY 2008 Volunteer Annual Report. California-BLM does an outstanding job in volunteer recruitment and events, and it is important that the volunteer efforts be recognized. This report provides us that opportunity. Thank you in advance for your effort.

Timeframe: This IM is effective immediately and has a due date of December 05, 2008.

Policy/Action: Attached are guidelines for use in collecting and submitting data for your office for FY 2008. A separate e-mail is being sent to your volunteer coordinators which includes Excel spreadsheets for the submission of numeric data. Field Office *Volunteer Coordinators should consolidate data into one comprehensive form and write-up for that office.*

Your submission should include five parts: numeric data on hours contributed summarized by program area; numeric data summarized according to hours spent on projects in National Landscape Conservation System units; narrative descriptions of the top volunteer activities and special events; a list of partner organizations involved in volunteer programs and activities; and high-resolution photographs of your volunteers and volunteer activities. Information to be included with the photos should include who is in the photo, where or what activity is depicted, and when the photo was taken. In addition, we are requesting data on the total number of volunteers who served during the fiscal year. This data can be tracked by counting the number of volunteer agreements on file and the number of individuals listed on group agreements.

NLCS unit managers should submit volunteer information to respective field office volunteer coordinators. Volunteer coordinators should submit consolidated reports to the state volunteer coordinator no later than December 05, 2008. The state volunteer coordinator will consolidate all

information into one comprehensive report for the Education, Interpretation, and Partnerships Division in Washington.

The Volunteer Annual Report provides an opportunity for states to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in MIS. It also improves BLM's ability to communicate with internal and external audiences.

Contact: If you have any questions regarding this request, please contact John Dearing at (916) 978-4622 or Jan Bedorsian at (916) 978-4616.

Thank you for your assistance with this effort.

Signed by:
Jan Bedrosian
DSD, External Affairs

Authenticated by:
Richard A. Erickson
Records Management

2 Attachments

- 1 – Submission instructions for data, narrative information, partners, and photographs (2 pp)
- 2 – BLM Field Office Volunteer Coordinators (1 p)