

## **Submission instructions**

Submissions for the FY 2008 Volunteer Annual Report should include five components: (A) numeric data on volunteer program activity; (B) numeric data on projects in National Landscape Conservation System (NLCS) units; (C) narrative information about outstanding volunteer accomplishments and special events; (D) a list of partner organizations involved in volunteer programs and events; and (E) high-resolution photographs. (Note: If your field office has no NLCS units, your report will include four components.)

Each of these components, except for photographs, should be compiled for the field office and submitted electronically. Narrative information and partner lists can be submitted in Microsoft Word documents. Numeric data can be submitted using two Excel spreadsheets that are provided—one for volunteer program activity and one for NLCS units.

### **A. Data on volunteer program activity**

1. Compile data for each program area for your field office. An Excel spreadsheet with the same categories as the form provided by the Washington Office is to be used to tabulate the data from your field offices.

Be advised that “volunteers” are defined as people who work for BLM without being paid. They donate their time and, in some cases, equipment and money to assist BLM. “Hosted (or donated) workers” are paid by another organization but work for BLM at no charge.

2. Once data has been compiled, enter the figures in the spreadsheet provided. Please note that the spreadsheet provided calculates the “Total Hours” for each category automatically.

3. The “Totals” at the bottom will also be calculated automatically.

4. Enter the amount of funds expended.

Note that volunteer expenses reported should include only amounts provided to volunteers or hosted/donated workers as reimbursements for incidental expenses (such as meals, mileage, etc.), amounts spent for award/recognition items for the volunteer program, costs associated with volunteer ceremonies, and expenses incurred to purchase uniform items for volunteers. Costs associated with the volunteer project, such as supplies, equipment, etc., should be reported under the benefiting program activity code not as a volunteer program expense. Further, costs associated with employee training or supervision of volunteers should not be a volunteer program reportable expense.

5. The “value of work” will be calculated automatically. The value has been established by multiplying the total hours by an hourly rate of \$19.51. The rate is established by the Independent Sector (<http://www.independentsector.org>), a national leadership forum committed to volunteerism and citizen action. The amount is based on the latest data available on the average hourly rate for nonagricultural workers published in the *Economic Report of the President* (2008 Edition).

6. In addition, please enter the total number of volunteers who served during the fiscal year.

### **B. Data on volunteer activity in NLCS units**

A second Excel spreadsheet is being provided to each field office coordinator listing NLCS units in the state. Volunteer hours that were spent on projects in NLCS units should be reported on this spreadsheet. *Please note that NLCS hours should also be reported according to program areas on the spreadsheet discussed in Section A (above).* For instance, if a group of volunteers spent 57 hours rehabilitating trails in a national monument, those 57 hours would be reported in spreadsheet A under recreation and in spreadsheet B under the name of the particular monument. This information will be shared with the WO NLCS staff.

### **C. Narrative Information**

1. Please describe the top four volunteer program accomplishments in your field office, e.g., outstanding projects, including contributions of BLM employees to these projects; the benefits of volunteer programs; innovative partnerships.

2. Please describe any special Volunteer events that were conducted during the fiscal year. Examples might include activities in observance of National Public Lands Day, National Trails Day, etc.

### **D. Partnerships**

Please provide a list of partner organizations that have contributed substantially to the success of the Volunteer Program in your State by donating materials, equipment, or funds, as well as the time and talent of their members and/or employees.

### **E. Photographs**

1. Send hardcopy photographs and caption information *by FedEx* to John Dearing (tel: 916-978-4622).

OR

2. Send electronic photographs at a minimum of 300 dpi and caption information to: John Dearing, [jdearing@ca.blm.gov](mailto:jdearing@ca.blm.gov).