

The “Value of Work” should be calculated automatically on the spreadsheet. The value for this year has been established by multiplying the total hours by an hourly rate of \$18.77. The rate is established by the Independent Sector, a national leadership forum committed to volunteerism and citizen action.

More detailed instructions for each part of the annual report can be found on pages 1-1 and 1-2 of WO IM No. 2008-004. Please remember in referring to these pages that they are written primarily for the person compiling the state report. Please do not send your information or photos directly to the WO. Send all items to the State Office for inclusion in the State package.

Timeframe: This IM is effective immediately and has a due date of December 7, 2007.

Budget Impact: The Volunteer Annual Report provides an opportunity to quantify in hours the work accomplished in program areas during the FY that is not otherwise measured in Management Information System (MIS). It also improves BLM’s ability to communicate with internal and external audiences.

Background: BLM Idaho’s Volunteer Annual is compiled each year for the WO of Environmental Education and Volunteers. The report summarizes statistics and narratives of volunteer activities occurring in Idaho in FY 2007. Separate statistics will also be collected for volunteer activities performed on NLCS sites.

Manual/Handbook Sections Affected: None

Coordination: This IM was coordinated with Idaho Field Office Volunteer Coordinators and the Office of Communication.

Contact: If you have any questions regarding this report, please contact Shelley Davis-Brunner, State Volunteer Coordinator at (208) 373-4020 or via e-mail, Shelley_Davis-Brunner@blm.gov. Thank you in advance for your help.

Boise District with Union: Management is reminded to notify and satisfy any bargaining requirements prior to implementation.

Signed by:
Shelley Davis-Brunner
For Cheryle C. Zwang

Authenticated by:
Susanna M. Henry
Fire Program Assistant (ID-932)

6 Attachments

- 1- WO IM No. 2008-00 (2 pp)
- 2- Submission Instructions for Data, Narrative Information, Partners, and Photographs (2 pp)
- 3- BLM State and Center Volunteer Coordinators (4 pp)
- 4- FY 2007 Volunteer Hours (1 p)
- 5- FY 2007 BLM NLCS Volunteer Hours Report (1 p)
- 6- Volunteer and Hosted Worker Report (2 pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

October 5, 2007

In Reply Refer To:
1114 (650) P

EMS TRANSMISSION 10/16/2008
Instruction Memorandum No. 2008-004
Expires: 9/30/2009

To: State Directors
Attn: Volunteer Coordinators

From: Assistant Director, Communications

Subject: Request for Compilation of Data for BLM's 2007 Volunteer Annual Report
DD: 12/20/2007

Program Area: Volunteers

Purpose: The purpose of this memorandum is to request your assistance in reporting State and Center information for BLM's FY 2007 Volunteer Annual Report.

Timeframe: This IM is effective immediately and has a due date of December 20, 2007.

Policy/Action: Attached are guidelines for use in collecting and submitting data for your office for FY 2007. The Washington Office Education and Volunteers Division will send by separate e-mail Excel spreadsheets to be used for the submission of numeric data. *State and Center Volunteer Coordinators should consolidate Field Office data into one comprehensive form and write-up for that State or Center, noting in particular that the "Narrative Information" section requests the top four 2007 volunteer programs for each State or Center, not for every Field 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 four 2007 volunteer programs and special events; a list of partner organizations involved in volunteer programs and activities; and high-resolution photographs of your volunteers and volunteer activities. 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.

Volunteer Coordinators should submit consolidated reports for FY 2007 by December 20, 2007.

Prints or slides of photographs should be sent by FedEx to Betsy (Elizabeth) Wooster of the Education & Volunteers Division at the following address:
BLM, Education & Volunteers Division, 1620 L Street NW, Suite 406, Washington, DC 20036

High-resolution electronic photos may be sent by e-mail to: elizabeth_wooster@blm.gov

Budget Impact: 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.

Background: BLM's Volunteer Annual Report includes profiles of outstanding volunteer projects and events, as well as statistical information on state programs. The report provides a summary of volunteer efforts throughout BLM and, as such, serves to underscore the value of cooperative conservation and the important role of volunteers in caring for public lands. The Volunteer Annual Report serves as a valuable means of conveying this message to internal and external audiences.

Manual/Handbook Sections Affected: n/a

Coordination: This IM was coordinated with State Volunteer Coordinators, members of the Volunteer Program Adjunct Team (VPAT), and staff from the National Landscape Conservation System.

Contact: If you have any questions regarding this request, please contact Betsy Wooster at (202) 452-7731 or Mary Tisdale at (202) 452-0365.

Thank you for your assistance with this effort.

Signed by:
Celia Boddington
Assistant Director
Communications

Authenticated by:
Robert M. Williams
Division of IRM Governance, WO-560

2 Attachments

[1 - Submission instructions for data, narrative information, partners, and photographs \(2 pp.\)](#)
[2 - BLM State and Center Volunteer Coordinators \(4 pp.\)](#)

Submission instructions

Submissions for the FY 2007 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 State or Center has no NLCS units, your report will include four components.)

Each of these components, except for photographs, should be compiled for the State or Center 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 will be provided by the WO-Education and Volunteers Division—one for volunteer program activity and one for State NLCS units.

A. Data on volunteer program activity

1. Compile data for each program area from all Field Offices in your State. It is the responsibility of the State Office or Center not only to compile the data but also to confirm the accuracy of the data submitted. It is suggested that an Excel spreadsheet with the same categories as the form provided by the Washington Office 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 \$18.77. 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* (2007 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 State Coordinator listing NLCS units in your 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 State or Center, 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.

C. 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.

D. Photographs

1. Send hardcopy photographs and caption information *by FedEx* to Elizabeth Wooster at: Bureau of Land Management, 1620 L Street N.W., Room 406, Washington, D.C. 20036 (tel: 202-452-7731). *Note that regular U.S. Mail is still subject to screening, which can damage the contents of any package.*

2. Send electronic photographs at a minimum of 300 dpi and caption information to: Elizabeth Wooster, Elizabeth.Wooster@blm.gov.

Attachment 1-2

BLM State and Center Volunteer Coordinators

Alaska

Eugene Ervine
Alaska State Office
222 West 7th Avenue - #13
Anchorage, AK 99513
(907) 271-3342 (Phone)
(907) 271-5479 (Fax)
Eugene_Ervine@blm.gov

Arizona

Kathy Pedrick
Arizona State Office
One North Central Avenue
Phoenix, AZ 85004
(602) 417-9235 (Phone)
(480) 417-9452 (Fax)
Kathy_Pedrick@blm.gov

California

John Dearing
California State Office
2800 Cottage Way - Suite W-1834
Sacramento, CA 95825
(916) 978-4622 (Phone)
(916) 978-4620 (Fax)
John_Dearing@blm.gov

Colorado

Jack Placchi
Colorado State Office
2850 Youngfield Street
Lakewood, CO 80215
(303) 239-3832 (Phone)
(303) 239-3808 (Fax)
Jack_Placchi@blm.gov

Eastern States

Bill Davenport
Eastern States Office
7450 Boston Blvd.
Springfield, VA 22153
(703) 440-1720 (Phone)
(703) 440-1722 (Fax)
Bill_Davenport@blm.gov

Idaho

Shelley Davis-Brunner
Idaho State Office
1387 South Vinnell Way
Boise, ID 83709
(208) 373-4020 (Phone)
(208) 373-4019 (Fax)
Shelley_Davis-Brunner@blm.gov

Montana/Dakotas

Ann Boucher
Montana State Office
5001 Southgate Drive
Billings, MT 59107
(406) 896-5011 (Phone)
(406) 896-5290 (Fax)
Ann_Boucher@blm.gov

Nevada

JoLynn Worley
Nevada State Office
1340 Financial Blvd.
Reno, NV 89520
(775) 861-6515 (Phone)
(775) 861-6602 (Fax)
JoLynn_Worley@blm.gov

New Mexico

Jaelyn Hall
Socorro Field Office
901 S. Highway 85
Socorro, NM 87801
(505) 835-0412 (Phone)
(505) 835-1262 (Fax)
Jaelyn_L_Hall@blm.gov

Oregon/Washington

Maya Fuller
Oregon State Office
333 SW First Avenue
Portland, OR 97204
(503) 808-6437 (Phone)
(503) 808-6333 (Fax)
Maya_Fuller@blm.gov

Utah

Sherry Foot
Utah State Office
440 West 200 South, Suite 500
Salt Lake City, UT 84145
(801) 539-4195 (Phone)
(801) 539-4013 (Fax)
Sherry_Foot@blm.gov

Wyoming

Terri Trevino
Wyoming State Office
5353 Yellowstone Road
Cheyenne, WY 82003
(307) 775-6020 (Phone)
(307) 775-6317 (Fax)
Terri_Trevino@blm.gov

National Training Center

Stella Franco
National Training Center
9828 N. 31st Avenue
Phoenix, AZ 85051
(602) 906-5547 (Phone)
(602) 906-5656 (Fax)
Stella_Franco@blm.gov

National Fire Center

Toni Rohm
National Interagency Fire Center
3833 S. Development Avenue
Boise, ID 83705
(208) 387-5457 (Phone)
(208) 387-5386 (Fax)
Toni_Rohm@blm.gov

Denver National Centers

Rose Suazo

Denver Federal Center, Bldg. 50

P.O. Box 25047

Denver, CO 80225

(303) 236-6383 (Phone)

(303) 236-0475 (Fax)

Rose_Suazo@blm.gov

FY 2007 BLM Volunteer Hours

State Name Idaho

Submitted by:

Number of Individuals

VOLUNTEERS	HOSTED/DONATED WORKERS	
0	0	0

Number of Hours

	VOLUNTEER HOURS	HOSTED/DONATED WORKER HOURS	TOTAL
Recreation	0	0	0
Biological Resources	0	0	0
Wild Horse & Burro	0	0	0
Cadastral Survey	0	0	0
Wilderness/WSA	0	0	0
Riparian/Watershed	0	0	0
Cultural/Historical	0	0	0
Minerals	0	0	0
Support Services	0	0	0
Environmental Education	0	0	0
Other	0	0	0
Total	0	0	0
Funds Expended	\$0.00	\$0.00	\$0.00
Value Work	\$0.00	\$0.00	\$0.00

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT VOLUNTEER AND HOSTED WORKER REPORT	1. Reporting Office	2. Fiscal Year
	3. Submitted by: (Name and telephone number) Total no. program participants:	
BENEFITTING RESOURCE	4. VOLUNTEER HOURS*	5. HOSTED WORKER HOURS**
Recreation		
Biological Resources (incl. wildlife, plants, threatened/endangered species)	USE PROVIDED EXCEL SPREADSHEET FOR NUMERIC DATA	
Wild Horse and Burro		
Cadastral Survey		
Wilderness		
Riparian/Watershed		
Cultural/Historical		
Minerals		
Support Services		
Environmental Education/Interpretation		
Other (incl. programs not listed above)		

6a. BLM funds expended in support of volunteer projects:

6b. Dollar value of work hours donated: (# of hours multiplied by \$18.77)

7. **Narrative Information:** Please describe the volunteer projects. Identify the top four projects and events as well as BLM employees contributing to the program, benefits of volunteer projects, or innovative partnerships. Use additional sheets as needed.

8. **Special Events:** Describe any special events not listed above. Examples include National Public Lands Day, National Trails Day, etc. Use additional sheets as needed.

9. **Partnerships:** Partnership list. Use additional sheets as needed.

*Volunteers are those who contribute their service to BLM, but receive no wages in return.

**Hosted workers are those who volunteer for BLM, but are paid from funds other than BLM's.

EXPLANATION OF REPORTING PROCEDURES ON VOLUNTEER PROGRAM ANNUAL REPORT FORM

Sections 1 and 2 are self explanatory.

Section 3 requires the total number of program participants for the fiscal year. The category of "program participants" includes volunteers and hosted workers.

Section 4 calls for the total number of hours contributed by volunteers in each of the benefiting resource areas listed. These are the hours contributed by persons who receive no stipend or salary, but who may be reimbursed for personal expenses incurred in conjunction with their volunteer service. **USE PROVIDED EXCEL SPREADSHEET.**

Section 5 calls for the total number of "hosted worker hours" contributed to the benefiting resource. Hosted workers are those who volunteer for BLM, but receive a stipend/salary from funds other than the BLM.

Section 6(a) shows BLM funds expended for materials, supplies, or other items in support of volunteer projects

Section 6(b) shows the dollar value of volunteer hours contributed. This dollar value is figured by multiplying the total number of volunteer and hosted worker hours times \$17.55 (rate established by Independent Sector).

Section 7 lists project successes and outstanding volunteer/employee profiles. In order of priority, include a short paragraph describing a project describing a project, an outstanding volunteer or a significant contribution of a BLM employee to the program. Descriptions should be concise. Please include a contact person and telephone number for each narrative. This will enable the SO to gather more details if needed.

Section 8 should include descriptions of any special events or projects not listed above. All NPLD events shall be reported. Submissions should be limited to one paragraph for each event and/or project.

Section 9 lists 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.