

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1114 (912) P

November 21, 2008

EMS Transmission: 11/21/2008
Instruction Memorandum No. ID-2009-009
Expires: 09/30/2010

To: ILT
Attn: Volunteer Coordinators

From: State Director

Subject: Request for Compilation of Data for BLM's Fiscal Year (FY) 2008 Volunteer Annual Report
DD: 12/05/2008

Program Area: Volunteers

Purpose: The purpose of this Instruction Memorandum (IM) is to request assistance from field and State Office staff in reporting Idaho volunteer information for BLM's FY 2008 Volunteer Annual Report.

Policy/Action: Idaho data and accompanying photos and information are due to Shelley Davis-Brunner, State Volunteer Coordinator, by COB December 5, 2008. She will compile the information and submit it to the Washington Office by their due date of December 18, 2008.

The attached Instruction Memorandum WO IM No. 2009-014, from the Division of Education, Interpretation and Partnerships (WO-172) details submission instructions for FY 2008 volunteer information from each of the Bureau's State and Center Offices and is transmitted for your reference.

Idaho's FY 2008 Volunteer Annual Report

The FY 2008 report will be comprised of five parts:

- **numeric data** on volunteer hours contributed both on and off NLCS units summarized by program area on the first attached spreadsheet;
- **numeric data** on volunteer hours contributed for each NLCS unit in your field office jurisdiction summarized on the second attached spreadsheet;

- **narrative descriptions** of each volunteer project and special event that took place in FY 2008;
- a **list of partner organizations** involved in volunteer programs and activities; and
- high resolution **photographs** of your volunteers and activities.

In addition, the Washington Office is also requesting the **total number of volunteers** who served during FY 2008. See first attached spreadsheet.

The “Value of Work” should be calculated automatically on the spreadsheet. The value for this year is calculated by multiplying the total hours by an hourly rate of \$19.51. This 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 & 1-2 of WO IM No. 2009-014. Please remember when referring to these pages that they are written primarily for the State Office person compiling the state report. **Please do not send your information or photos directly to the Washington Office. 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 5, 2008.

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 MIS. It also improves BLM’s ability to communicate with internal and external audiences.

Background: BLM Idaho’s Volunteer Annual Report is compiled each year for Washington Office Division of Education, Interpretation and Volunteers (WO-172). The report summarizes statistics and narratives of volunteer activities occurring in Idaho in FY 2008. Separate statistics are also collected for volunteer activities performed on NLCS units.

Manual/Handbook Sections Affected: None

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

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.

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

Signed
Thomas H. Dyer

Authenticated
Sylvia V. Graves
Secretary

3 Attachments

- 1- [WO IM No. 2009-014](#) (8 pp)
- 2- FY 2008 Volunteer Hours (1 p)
- 3- FY 2008 BLM NLCS Volunteer Hours Report (1 p)

FY 2008 BLM Volunteer Hours

State Name **Idaho**
 Submitted by:

Number of Individuals

VOLUNTEERS	HOSTED/DONATED WORKERS	
0	0	0

Number of Hours

	VOLUNTEER HOUR	HOSTED/DONATED WC	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 Ed./Interpretatio	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

FY 2008 BLM NLCS Volunteer Hours-IDAHO						
	VOLUNTEER H	HOSTED/D	TOTAL		FUNDS EXPENDED	
Craters of the Moon National Monument		0	0			
Snake River Birds of Prey National Conservation Area		0	0			
Continental Divide National Scenic Trail	0	0	0			
California National Historic Trail	0	0	0			
Lewis and Clark National Historic Trail			0			
Oregon National Historic Trail		0	0			
Total	0	0	0		\$0.00	