

## Submission instructions

Submissions for the FY 2005 Volunteer Annual Report should include four components: (A) numeric data on volunteer program activity; (B) narrative information about outstanding volunteer accomplishments and special events; (C) a list of partner organizations involved in volunteer programs and events; and (D) high-resolution photographs.

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 an Excel spreadsheet that will be provided by the WO-EE&V Group.

### **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 State form 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 attached spreadsheet. The “Total Hours” for each category will be calculated 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 \$17.55. 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* (2005 Edition).

## **B. 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**

1. 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 (phone: 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](mailto:Elizabeth_Wooster@blm.gov) .