

FY 2008 Volunteer Report Submission Instructions

Field Office submissions for the FY 2008 Volunteer Annual Report should include five components:

1. numeric data on volunteer program activity;
2. numeric data on projects in National Landscape Conservation System (NLCS) units;
3. narrative information about outstanding volunteer accomplishments and special events;
4. a list of partner organizations involved in volunteer programs and events; and
5. high-resolution photographs.

(Note: If your field office does not have a NLCS unit, your report will include four components.)

Each of these components, except for photographs, is submitted electronically to WY-953. Narrative information and partner lists are to be submitted in Microsoft Word documents while numeric data is to be submitted using the attached Excel spreadsheets (#A for overall volunteer activity, #B specifically for NLCS unit activity).

A. Data on volunteer program activity

Remember “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.

1. Compile the data for each program area in your Field Office.
2. Use the attached Excel spreadsheets (#A) to tabulate the data from your Field Office.
3. The spreadsheet will automatically calculate the “Total Hours” for each category automatically.
4. Enter the amount of funds expended.
 - a. 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.
 - b. 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. 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

An Excel spreadsheet (#B) is provided for reporting volunteer hours performed for NLCS units in your Field Office. *Please note that NLCS hours are also be reported by program area 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 two 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 (e.g., National Public Lands Day, National Trails Day).

D. Partnerships

Please provide a list of partner organizations that have contributed substantially to the success of the Volunteer Program in your Field Office 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 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.