

## BCHW – 2022 RTP Grant Field Sign-In Sheet Instructions

1. Print the Crew Leader's name.
2. Crew Leader signature attesting to hours/work reported.
3. Indicate the Landowner Name: FS District, DNR Region, NP, etc.
4. Indicate the Trail name or number, or trailhead.
5. Fill in the month and day (e.g., 9/19).
6. Have each volunteer print their first and last name on the top line and their phone number on the bottom line.
7. Indicate how many hours of Basic (General) labor were donated that day by that volunteer.
8. Indicate how many hours of skilled labor were donated that day by that volunteer for the job description (the skill done most of the time that day). Round to the nearest half-hour. Preparation and cleanup time should be included (e.g., a **packer** might have spent 2 hours preparing the load, one hour feeding and saddling animals, 5 hours on the trail, another hour unloading, saddling and feeding. This would total 9 hours packing. A **sawyer** who packed his own tools might have spent 1 hour preparing the load, feeding and saddling animals, 5 hours on the trail, another .5 hours unloading, saddling and feeding. This would total 6.5 hours as a sawyer).
9. Indicate the description or job title of the skilled work performed. Enter only one skill per line - the skill done most of the time that day.
10. Indicate Travel Time – Hours will ONLY be counted towards match if the volunteer is not donating or seeking reimbursement for mileage (a passenger, for example).
11. List the Travel miles donated as match.
12. List the Travel miles that will be billed in order to reimburse the driver.
13. Two options for determining the travel miles: Google Maps OR odometer readings. If using Google Maps, simply record mileage. If using an odometer, include the start and end odometer reading.
14. Indicate the number of stock (horses and/or mules) donated by the volunteer that day.
15. Indicate the number of stock (horses and/or mules) to be reimbursed that day.
16. If the volunteer has been away from home at least 11 hours that day, and is willing to donate *some or all* of the per diem allowance for that day (amount varies by county) as match, the crew leader will indicate the amount to be donated (used as match) and the amount to be reimbursed to the volunteer. Example: the volunteer donates \$30 to be used as match, and is reimbursed \$25 toward meal costs.
17. Crew leaders or grant administrators will sum the totals on the bottom line, so please do not use this line.
18. Check off any appropriate safety briefing items.
19. Crew leader signs before sheet is sent to grant administrator.