

## **Volunteer Program Annual Reporting Procedures**

### Explanation of Procedures

- A. 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.
- B. In Section 4 list the total number of hours contributed by volunteers in each of the benefitting 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.
- C. In Section 5 list the total number of "hosted worker hours" contributed to the benefitting resource. Hosted workers are those who volunteer for BLM, but do receive a salary or stipend from sources other than BLM.
- D. Under Section 6(a) list BLM funds expended for materials, supplies, or other items in support of volunteer projects.
- E. Under Section 6(b) show the dollar value of work hours donated (volunteer and hosted workers combined). Calculated this figure by multiplying the total hours worked by the current GS-7 hourly rate of \$11.79.
- F. Under Section 7, highlight project successes and outstanding volunteer or employee profiles. In order of Field Office priority, include a short and concise paragraph describing a project, an outstanding volunteer, or significant contribution of a BLM employee to the program. The statewide report will include all stories, however, only the top project for each Field Office will be included in the WO national report. Please include a contact person and telephone number for each project narrative.
- G. Under Section 8, include descriptions of any special events or projects. Submissions are limited to one paragraph for each event and/or project.
- H. News clippings, photos, etc., about volunteers, events and/or projects are encouraged for all submissions.

**United States  
Department of the Interior  
Bureau of Land Management**

**1. Reporting Office**

**2. Fiscal Year**     **1998**

**3. Number of Program  
Participants (volunteers & hosted workers)**

<b>Benefitting Resource</b>	<b>4. Volunteer Hours</b>	<b>*5. Hosted Worker Hours**</b>
Recreation	_____	_____
Biological Resources (include wildlife, plants, T&E species)	_____	_____
Wild Horse and Burro	_____	_____
Cadastral Survey Burro	_____	_____
Wilderness	_____	_____
Riparian/Watershed	_____	_____
Cultural/Historical	_____	_____
Minerals	_____	_____
Support Services	_____	_____
Envir Ed/Interpretation	_____	_____
Other (not listed above)	_____	_____

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

**6b. Dollar value of work hours donated:**

\* 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.