

**(PLEASE ONLY ENTER INFORMATION IN THE COLORED SQUARES OR RENAME PROJECT TABS. ANY OTHER ACTION MAY AFFECT THE SELF-TOTALING INTEGRITY OF THE SPREADSHEET.)**

Start off by renaming this file to your unit and reporting year. For example Kern Sierra Unit (KSU 2020). This gives the VHC the ability to recognise your unit report when the summary is received.

To do this, click on the symbol in the upper left corner and click **Save as** then change the name and click **Save**.

At the bottom of this file are tabs. Go to the Project 1 tab and click on it.

You are ready to enter project information.

Go to the cell in which you want to enter information. Click once. Enter appropriate information, hit Enter to go back to cell and hit backspace or just reenter new information and it will change automatically.

Save file periodically while entering. Just good practice.

Wilderness Riders make sure you copy your Summary sheets onto a Project so as to get credit for your work.

Refer to your BCHC Guidelines Manual for logging hours instructions.

- **Naming worksheets**

- o It is helpful for the VHC to rename project and/or summary worksheets as they are used to organize the reporting for the Unit.

- o **To rename a worksheet:**

- Highlight a worksheet template tab (Project 1) hit backspace and enter new name or
    - Right click and select **Rename**
    - Enter the appropriate name
    - Click Enter

- o Renaming a sheet will not affect cell references (i.e. if you rename the SUMMARY SHEET, the data in the TOTALS worksheet).

- **Adding project worksheets:**

- o The BCHC Volunteer Report template includes multiple projects worksheets. Project worksheets organize the reporting for the Unit.

- Use as many worksheets as is appropriate for the Unit activities.

- o To add additional project worksheets:

- Highlight PROJECT TEMPLATE tab
    - Right click and select **Move or Copy**
    - In the Before sheet box, highlight **(move to end)**
    - Check **Create a copy**

- Click OK

- Rename the new project sheet as appropriate

- Any added sheets will not self-total. You will have to manually add rows to the summary page information.

- **Adding rows to a worksheet:**

- o It may be necessary for the VHC to add rows to a project or summary sheet to accommodate more information.

- o To insert row and maintain referential integrity for totals and summaries do one of the following:

- To insert a single row, select either the whole row or a cell in the row above which you want to insert.
    - To insert multiple rows, select the rows above which you want to insert rows.
    - On the Home tab, in the Cells group, click the arrow next to Insert, and then click Insert Sheet Rows.

- **Copying project totals to the Summary Sheet for unit reporting:**

- o The VHC can complete a unit report by copying the totals from each project worksheet to the summary sheet. The summary sheet will display in the totals row of the summary sheet as well as complete the report on the Totals row.

- Copy or enter the Project on the appropriate cell in Column A of the Summary Worksheet.
    - On the Project Worksheet, highlight the cells in the Totals row (Basic to Donations)
    - Right click and select **Copy**

- Go to the Summary Sheet

- Go to the Summary sheet
  - Highlight the cells in the appropriate row (Basic to Donations)
  - Right click and select **PASTE SPECIAL**
  - In the dialog box, select **Values**
-

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### Project Location & Description

Project Leader \_\_\_\_\_  
Agency Contact Person \_\_\_\_\_  
Year \_\_\_\_\_

Revised 2020

Agency Codes:

**T. Timber, Private**  
**W. County**

# Backcountry Horsemen of California

## Volunteer Hours Report

[ Enter Unit ]

[Enter Year]

	Totals	Rate per hour/mile/day	Total Value	
Total Basic Hours	0	\$31.80	\$0.00	Calculated per hour
Total Skilled Hours	0	\$47.70	\$0.00	Calculated per hour
Total Trail Recon Hours	0	\$31.80	\$0.00	Calculated per hour
Total LNT - Education	0	\$31.80	\$0.00	Calculated per hour
Total Public Meetings	0	\$31.80	\$0.00	Calculated per hour
Total Administrative Service	0	\$31.80	\$0.00	Calculated per hour
Total Travel Time	0	\$31.80	\$0.00	Calculated per hour
<b>Total Hours</b>	<b>0</b>			
Wilderness Trail Miles	0			
Other Trail Miles	0			
<b>Total Trail Miles</b>	<b>0</b>			
Personal Vehicle	0	\$0.62	\$0.00	Calculated per mile
Stock Hauling	0	\$1.35	\$0.00	Calculated per mile
<b>Total Travel Miles</b>	<b>0</b>			
Power Equipment	0	\$30.00	\$0.00	Calculated per hour
Heavy Equipment	0	\$110.00	\$0.00	Calculated per hour
<b>Total Equipment Hours</b>	<b>0</b>			
Total Stock (Pack and Saddle)	0			
<b>Total Stock Days</b>	<b>0</b>	\$100.00	\$0.00	Calculated per day
Total Donations	\$0.00		\$0.00	
		<b>Total</b>	<b>\$0.00</b>	

[Enter Year]

[illegible]

## Project Location & Description

[ Enter Unit Name ]

Revised 2020

## Project Leader

Agency Contact Person

Year

Agency Codes:

- A. USFS
- B. State DNR
- C. State Parks & Hwys

- D. National Parks
- E. Education
- F. Dept. Fish & Wildlife

**G. Other**  
**L. LNT**  
**M. BLM**

N. US Fish & Wildlife  
O. US COE  
R. Rendezvous

T. Timber, Private  
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## Project Location & Description

[ Enter Unit Name ]

Revised 2020

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# Backcountry Horsemen of California

## Volunteer Hours Report

Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
 Year \_\_\_\_\_

[ Enter Unit Name ]

Revised 2020

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

### Agency Codes:

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### Project Location & Description

[ Enter Unit Name ]

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[ Enter Unit Name ]

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Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
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[ Enter Unit Name ]

Revised 2020

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Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

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[ Enter Unit Name ]

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Revised 2020

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# Backcountry Horsemen of California

## Volunteer Hours Report

Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
 Year \_\_\_\_\_

[ Enter Unit Name ]

Revised 2020

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

### Agency Codes:

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## Project Location & Description

[ Enter Unit Name ]

Revised 2020

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Agency Contact Person

Year

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## Project Location & Description

[ Enter Unit Name ]

Revised 2020

## Project Leader

Agency Contact Person

Year

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Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
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Revised 2020

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
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Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

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# Backcountry Horsemen of California

## Volunteer Hours Report

Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
 Year \_\_\_\_\_

[ Enter Unit Name ]

Revised 2020

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

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# Backcountry Horsemen of California

## Volunteer Hours Report

Project Location & Description

Project Leader \_\_\_\_\_  
 Agency Contact Person \_\_\_\_\_  
 Year \_\_\_\_\_

[ Enter Unit Name ]

Revised 2020

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

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T. Timber, Private  
 W. County

Backcountry Horsemen of California  
Volunteer Hours Report Wilderness Rider Transfer Sheet

Project Location & Description

Project Leader =' Wilderness Rider Summary  
Agency Contact Person  
Year 2023

Do Not Type here

Revised 2023

	Project Information			Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled Work	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
= ' Wilderness Rider Summary '!A29				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

Agency Codes:

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T. Timber, Private  
W. County

Backcountry Horsemen of California

California Wilderness Rider Summary

Volunteer Hours Report

Wilderness Rider Summary DO NOT TYPE HERE!!!

revised 2023

Project Leader =WR Sheet 1!B2:D2  
Agency Contact Person \_\_\_\_\_  
Year 2023 \_\_\_\_\_

Project Information				Work Hours			Work Miles		Community Service			Travel Time/Miles			Equipment		Stock Use		Donation
Volunteer Name or Individual Project Location	Activity Date	Agency Code	District	Basic Work	Skilled	Recon Work	Wilderness Miles	Other Miles	Education & LNT	Public Meeting	Admin Service	Travel Time	Vehicle Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
WR Sheet 1	R Sheet 1!R2:S2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
WR Sheet 2	R Sheet 2!R2:S2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
WR Sheet 3	R Sheet 3!R2:S2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
WR Sheet 4	R Sheet 4!R2:S2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
WR Sheet 5	R Sheet 5!R2:S2			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
Totals				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -

- Agency Codes:
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W. County

Name:

## Wilderness Rider Project Report Form

Location:

Agency Contact Person:

Agency

District

Work					Education			Meetings	Admin
Basic Work	Skilled Work	Recon. Work	Wilderness Miles	Trail Miles	# of contacts	Teach Class	Attend Class	Public Meeting	Prep/Coord.
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

A. USFS

C. State Parks & Hwys

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L. LNT

Gentle Use/LNT Principles discussed:

Plan Ahead and Prepare

Travel & Camp on Durable Surfaces

Properly Dispose of Waste

Minimize Campfire Impacts

General Description of Event:

Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

Date/Year:

☐ Field Work

☐ Educational Workshop

Travel			Equipment		Stock Use		Donation
Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

M. BLM

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W. County

☐ Leave What You Find

☐ Respect Other Visitors

☐ Respect Wildlife

Name:

## Wilderness Rider Project Report Form

Location:

Agency Contact Person:

Agency

District

Work					Education			Meetings	Admin
Basic Work	Skilled Work	Recon. Work	Wilderness Miles	Trail Miles	# of contacts	Teach Class	Attend Class	Public Meeting	Prep/Coord.
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

A. USFS

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Travel			Equipment		Stock Use		Donation
Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Work					Education			Meetings	Admin
Basic Work	Skilled Work	Recon. Work	Wilderness Miles	Trail Miles	# of contacts	Teach Class	Attend Class	Public Meeting	Prep/Coord.
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

A. USFS

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Travel			Equipment		Stock Use		Donation
Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Work					Education			Meetings	Admin
Basic Work	Skilled Work	Recon. Work	Wilderness Miles	Trail Miles	# of contacts	Teach Class	Attend Class	Public Meeting	Prep/Coord.
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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☐ Educational Workshop

Travel			Equipment		Stock Use		Donation
Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

M. BLM

O. US COE

T. Timber, Private

N. US Fish & Wildlife

R. Rendezvous

W. County

☐ Leave What You Find

☐ Respect Other Visitors

☐ Respect Wildlife

Name:

## Wilderness Rider Project Report Form

Location:

Agency Contact Person:

Agency

District

Work					Education			Meetings	Admin
Basic Work	Skilled Work	Recon. Work	Wilderness Miles	Trail Miles	# of contacts	Teach Class	Attend Class	Public Meeting	Prep/Coord.
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

A. USFS

C. State Parks & Hwys

E. Education

G. Other

B. State DNR

D. National Parks

F. Dept. Fish & Wildlife

L. LNT

Gentle Use/LNT Principles discussed:

Plan Ahead and Prepare

Travel & Camp on Durable Surfaces

Properly Dispose of Waste

Minimize Campfire Impacts

General Description of Event:

Notes: such as the audience acceptance of message, your performance, improvements for next time, etc.

Date/Year:

☐ Field Work

☐ Educational Workshop

Travel			Equipment		Stock Use		Donation
Travel Time	Personal Miles	Stock Hauling	Power Equip	Heavy Equip	Stock Used	Stock Days	Dollar Amount
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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