FLORIDA TRAIL ASSOCIATION
Volunteer Hour Reporting Guidelines

Effective January, 2006

The documentation of volunteer hours is extremely important to FTA. It provides valuable information in relating the Association support for the Florida Trail which is administered by the USDA Forest Service. In order to maximize the benefit to FTA, requirements for the submission of volunteer hours have changed. Each volunteer hour documented by a volunteer organization is valued by the federal government and that value is used to match funding that the U. S. Forest Service provides in planning, developing, maintaining, promoting, and protecting the Florida National Scenic Trail.

In order to more effectively document and report FTA volunteer hours (both Trail and Administrative), procedures for reporting them are being streamlined using the attached report form. These revised guidelines will more fully explain how to calculate volunteer hours.

Beginning in 2006:

- Volunteer hours will be **reported** by chapters **monthly**.
- Include a **list of individual volunteer names** along with their hours with the report.
- Chapter **dues rebate checks will be sent** upon receipt of their financial report **if all monthly volunteer hour reports have been submitted**.
- The monthly volunteer hour report is due by the 15th of the following month.

Submitting volunteer hours:
Chapters will no longer be required to separate trail volunteer hours from administrative volunteer hours. Use the simplified form to submit your chapter's volunteer hours at the end of each month (form attached). Reports can be mailed, faxed, or e-mailed:

Florida Trail Association
Attn: Volunteer Hours
5415 SW 13th Street
Gainesville, FL 32608
Fax: 352-378-4550
E-mail: volunteerhours@floridatrail.org

Chapters should designate one person to collect and submit all trail and administrative volunteer hours.

What activities count when documenting your volunteer hours:
Volunteers are encouraged to **use common sense and good judgment** when deciding what activities to include in volunteer hours. When calculating volunteer hours for an activity, keep the following guidelines in mind.

If the activity or event benefits the Florida Trail Association and/or the Trail, it counts as volunteer time. Volunteers who participate as described below are eligible to count their hours as volunteer hours. **Remember to include your travel time when calculating your hours.**

Examples of activities or events that benefit the Association or the Trail

1. Work on the trail (maintenance, trail building, repairing/maintaining equipment & tools, etc).
2. Administrative work (i.e., as a state officer/director, planner, record keeper, chapter officer or committee member)
3. Staffing an FTA information booth or working any other type of outreach activity.
4. Learning skills that can be used on the trail or for support of Association operations (i.e., tool or safety training, leadership skills, trail building skills, administrative skills used in support of Association operations, public relations skills, communications skills, marketing skills, etc.) at scheduled training classes, seminars or workshops, or at chapter meetings.
5. Planning and leading an activity, hike, event, conference, or workshop.
6. Participating in a conference, seminar, workshop, or meeting that benefits the Trail or the Association.
7. Presenting an educational seminar or workshop or teaching a trail or administrative skill.

In general, ANY volunteer activity may be counted that when accomplished, provides some form of benefit to the FTA either directly on the Trail or indirectly in support of the general operation of the Association.

When to count volunteer hours for overnight events:
If the activity that you are leading or attending as an official involves an overnight stay, you can count your travel time and every hour that you are actively participating in or attending a structured event or formal discussions. Some examples are:

1. A Director or Advisor attending a Board meeting.
2. A Chapter Council or Committee member attending a Committee meeting.
3. Leading an overnight work hike.
4. Leading or co-leading a backpack or other official FTA overnight activity.
5. Coordinating a regional or annual FTA conference or participating in an official capacity in which you are “on duty” during the entire event.

Make your volunteer efforts count by reporting the time you spend on Florida Trail activities. Encourage other chapter members to document and report their volunteer hours. Thank you for volunteering!

Florida Trail Association

VOLUNTEER HOUR REPORT

Month/Year: _____ Chapter: _____

	NAME OF VOLUNTEERS or NAME OF GROUP ACTIVITY	NUMBER OF HOURS	COMMENTS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Include all trail, travel, and administrative hours for the month for each volunteer or group activity. Thank you!

Mail, fax, or e-mail to:

Florida Trail Association
Attention: Volunteer Hours
5415 SW 13th Street
Gainesville, FL 32608
Tel. 352-378-8823 or 877-HIKE-FLA
Fax: 352-378-4550
E-mail: volunteerhours@floridatrail.org

Submitted by: _____
(please print your name)

Rev. 1-26-06