

## SUBMISSION INSTRUCTIONS

Submissions for the Fiscal Year (FY) 2010 Volunteer Annual Report should include five components: (A) numeric data on volunteer program activity; (B) numeric data on projects in National Landscape Conservation System (NLCS) units (please read details carefully in section B (below)); (C) narrative information about outstanding volunteer accomplishments and special events; (D) a list of partner organizations involved in volunteer programs and events; and (E) high-resolution photographs. (Note: If your State or Center has no NLCS units, your report will include four components.)

Each of these components, except for photographs, should be compiled for the State or Center and submitted electronically. Narrative information and partner lists can be submitted in Microsoft Word documents. Numeric data can be submitted using the two Excel spreadsheets that accompany the IM - one for volunteer program activity and one for NLCS units.

### **A. Data on volunteer program activity**

1. Compile data for each program area from all Field Offices in your State. It is the responsibility of the State Office or Center not only to compile the data but also to confirm the accuracy of the data submitted. It is suggested that the same Excel spreadsheet provided with the IM be given to your Field Offices for them to use in the tabulation their data. Remember that volunteers are defined as people who work for Bureau of Land Management (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 to the BLM.

2. Once data has been compiled, enter the figures in the spreadsheet provided. Please note that the spreadsheet provided calculates the Total Hours for each category automatically.

3. The Totals at the bottom will also be calculated automatically.

4. Enter the amount of funds expended to support volunteer efforts.

Note that 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. 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. Further, 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 \$20.85 the most recent year for which this has been calculated. 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 as determined by the Bureau of Labor Statistics and published in the Economic Report of the President (2009 Edition).

6. In addition, please enter the total number of volunteers who served during the Fiscal Year.

7. If the information is available, please enter the total number of volunteers age 25 and under who served during the FY and the number of hours served by youth volunteers. If this information has not been tracked, please include your best estimate of these numbers.

### **B. Data on volunteer activity in the NLCS units**

A second Excel spreadsheet is being provided to each State Coordinator listing the NLCS units in your State. Volunteer hours that were spent on projects in NLCS units should be reported on this spreadsheet. *Please note that NLCS hours should also be reported according to program areas 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. The Report's narrative will clarify this process to eliminate the possibility of "double counting" misunderstandings. This information will be shared with the WO NLCS staff.

**C. Narrative Information**

1. Please describe the top four Volunteer Program accomplishments in your State or Center, 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 FY. Examples might include activities in observance of National Public Lands Day, National Trails Day, etc.

**D. Partnerships**

Please provide a list of partner organizations that have contributed substantially to the success of the Volunteer Program in your State by donating materials, equipment, or funds, as well as the time and talent of their members and/or employees. If the information is available, please also include monetary contributions provided by partner groups in a second column of the partner list.

**E. Photographs**

1. Send hardcopy photographs and caption information *by FedEx* to Shelly Fischman: Bureau of Management, 1620 L Street N.W., Room 406, Washington, D.C. 20036, (202-912-7453). *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 Shelly Fischman ([Shelly\\_Fischman@blm.gov](mailto:Shelly_Fischman@blm.gov)).