

Enter hours for each function performed.	<<2018 >>2019		Total volunteer hours: >>>				0	Total Duty Hours with Adjustments: >>>				0	Calendar for 2018-2019		NOTE: Use the spaces in this column to list OTHER duties. This Entry is OPTIONAL, intended for your record only. Entry Description is not recorded in final tally	
	ver.01.01.2019	Type Name Here	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct		Total
Administration (Hours ONLY, detail optional)																Administration
Training (Scheduled training)																0
Meeting preparation (Organizers)																0
Membership (Computer entry/design)																0
Committee (Appointed committee's)																0
Website (CK interest only)																0
Other (Specify, see note.)																0
Campground/ Park Host (N/A for CK'ers)																Campground/ Park Host (N/A for CK'ers)
Interpretation (Hours ONLY, detail optional)																Interpretation
Junior Rangers (Add 1 Hour)																0
Cubs (Add 1 Hour)																0
Hike Leader (Add 2 Hours)																0
Hike Sweep (Add 1 Hour)																0
Presentation																0
Other (Specify)																0
Maintenance (Hours ONLY, detail optional)																Maintenance
Trail Maint. Lead (Add 2 Hours)																0
Trail Maintenance																0
Trash & litter pick-up																0
Other (Specify)																0
Public Safety (N/A for CK'ers)																Public Safety (N/A for CK'ers)
Natural Resource Management (Hours ONLY, detail optional)																Natural Resource Management
Habitat Restoration																0
Collections (Birds, Plants, etc.)																0
Other (Specify)																0
Cultural Resource Management (Hours ONLY, detail optional)																Cultural Resource Management
Archaeological/curatorial assistance																0
Historic research																0
Other (Specify)																0
Public Relations (Hours ONLY, detail optional)																Public Relations
Book Distribution																0
Publicity Market																0
Media																0
Other (Specify)																0
Public Contact (Hours ONLY, detail optional)																Public Contact
Confluence Duty																0
Visitor Center																0
Other (Specify)																0

Special Events/ Other Duty (Hours ONLY, detail optional)														Special Events/ Other Duty
Tabling, Earth day, Festivals, etc.														0
River Safety														0
Historical Research														0
Other (Specify)														0
Activities (Constitutes Duty hours as listed) Up to 4 hikes (3 Hours max.); Meeting Attendance (2 Hours max); Other; as stated by Parks) (Enter Hours ONLY, detail optional)													Other Activities	
Meeting Attendance														0
Hike Attendance (Leaders excluded)														0
Additional Hike in Same Month														0
Other Activities (Specify)														0
Other Activities (Specify)														0

### Instructions and Guidelines: As Of 2017 (2019)

- 1 List hours in each box provided. (When duty reaches 40 hours, box at the top of the page will turn bright green indicating you are eligible for a free Gold Fields District pass.)
- 2 You may volunteer as many hours as you like. To receive a free Gold Fields District pass, you must complete 40 hours minimum. (200 Hours for a state wide pass.)
- 3 If you perform an assigned duty that is not listed on the left, write the function in the space to the right. (OPTIONAL, for your records only.)
- 4 Hours NOT LISTED ABOVE as part of the required 40 duty hour obligation, must be approved by the ranger staff and they will direct you to which category applies.
- 5 Use the DELETE key to clear an entry. Never "right click" and "delete". (Right click delete will delete formatting in older Excel.)
- 6 Not all hours will be "Duty" hours but all volunteer hours will be shown in the "Total Duty Hours" space as well. This is the number that is needed by Parks in an annual report.
- 7 After you have updated your entries, save the sheet on your computer. At year end or when requested, send a copy to Gary Hughes at gahughes@starstream.net .
- 8 **Hike Leader: may add 2 hours for preparation./ Hike Sweep: may add 1 Hour (Include duration of Hike PLUS 2 or 1 hours.)**
- 9 Hike Attendance: Hike attendance is now included for duty hours. These will be tabulated automatically with any entry. Attend 4 or more hikes, gather 12 hours duty.
- 10 Trail Maintenance: Time will be assigned by the Coordinator. Leader: may count shift PLUS 2 hours (total) for organizing.
- 11 Meeting Attendance: You may count 2 hours per meeting attendance; Other hours as allowed by ASRA. Meeting Time will be tabulated automatically with any numeric entry.
- 12 Trash and Litter Pickup: Event must be Organized and hours authorized through the Trash and Litter Organizer.
- 13 Volunteers: must complete at least 20 hours per year to be recognized as "Active Volunteer"
- 14 Docent Duty: Count duration of docent time, PLUS add 1 hour (total) for setup/takedown. Docents must meet 15 minutes prior to duty time.
- 15 Junior Rangers/Cubs: Count time of program, PLUS add 1 hour (total) for setup/takedown. You may also count additional hours used for research in preparation.
- 16 Tabling: Receive credit for duration of event. Event must be accepted by State Parks in advance.
- 17 If any field turns PEACH, you have entered the wrong format. Numbers and Text go in separate fields.
- 18 Multiple Hikes in one Month: In the event you do two hikes in one month, place the additional hours in "Additional Hikes in Same Month" below the first entry.
- 19 Multiple Hikes in one Month: If you do MORE hikes in one month, place the additional hours in any blank field in either HIKE row. You may have duty credit for 4 Hikes MAX.