How to Submit PCTA's Monthly Administrative Hours Report Form

This form is for administrative volunteer hours accrued on activities such as:

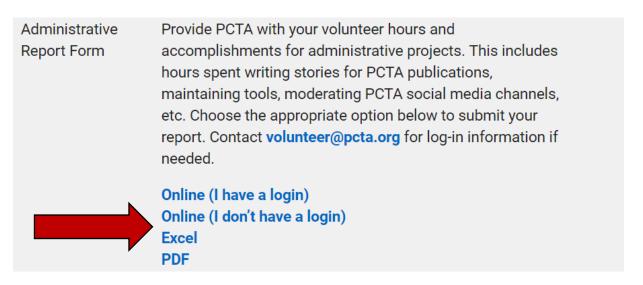
- Writing for PCTA's Communicator magazine
- Organizing/maintaining tools
- Posting/moderating PCTA's social media channels

STEP 1

Visit PCTA's Crew Leader Center page: www.pcta.org/volunteer/crew-leader-center.

Scroll down to Administrative Report Form.

- If your volunteer group has a username and password for PCTA's website, click
 Online (I have a login). If you don't log in before submitting your report, you won't be able to view the report in your group's project list.
- If you don't have a username and password for PCTA's website, click
 Online (I don't have a login).
- If you can't complete the report online, click **Excel** or **PDF**, then fill in and return your report to <u>volunteer@pcta.org</u> or 1331 Garden Highway, Sacramento CA 95833.



• If you choose (Online) I have a login, enter your username and password. Then click Create a new admin hours report.



STEP 2

Fill in the fields:

- Report Name
- **Volunteer Group**: If you're part of a PCTA or partner volunteer group, please select it from the drop-down. Otherwise, please select "Pacific Crest Trail Association."
- **Agency Unit**: Most of the time, you'll want to select PCTA as the unit. Choose the local agency unit only if your monthly administrative hours are dedicated to one specific unit.
- **Region**: Depending on the agency, the region field may auto-fill. Correct as needed. Trail-wide activities should be recorded under Region 0.
- # of Volunteers: if you're only reporting for yourself, this will be 1.
- Month/Year of Work

- Youth: Was this project specifically for youth volunteers? If so, check the box.
- Category of Work: Volunteer hours are recorded under 10 categories.
 - Administrative: Trail-wide support that usually takes place in PCTA's Sacramento office. Examples include filing, data-entry, mailings, etc.
 - o Advocacy: Hike the Hill, legislative support, etc.
 - o Governance: Board of Directors meetings, etc.
 - o Land Protection: Assisting PCTA's Director of Land Protection
 - o Outreach: Tabling events, P3 Hiker activities, etc.
 - <u>Publications</u>: Writing/editing pieces for PCTA's blog, social media, Communicator, etc.
 - <u>Trail Maintenance</u>: Organizing/maintaining tools, sending/responding to trail volunteer inquiries, etc.
 - <u>Trail Protection</u>: Assisting PCTA's Trail Operations staff with Optimal Location Reviews, land/agency management planning processes, etc.
 - <u>Trail Skills Training</u>: Organizing Trail Skills Colleges, saw trainings, crew leader trainings, etc.
 - Visitor Use Management: Trailhead hosts, trail register data collection, etc.

STEP 3

Administrative volunteer hours should be recorded by day. In the remainder of the report, enter the date(s), hour(s), and brief description(s) for administrative volunteer activities.

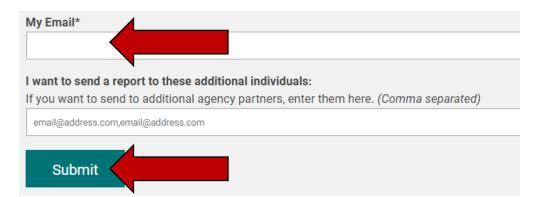
Click **Add/Remove Date** to record new dates for each volunteer.

Volunteer					
First Name:		Last Name:	Last Name:		
Volunteer's First Name		Volunteer's Las	Volunteer's Last Name		
Activities					
Date	Travel	Admin	Total	Specialized	Description
06/28/2018	0	0	0	0	
					Add/Remove Date
					v. June 2010

STEP 4

Enter your email address in the **My Email*** field

Enter email addresses for any other partners or volunteers who aren't already listed and need a copy of your report.



Click Submit.

You will see a notification that your report was submitted successfully.