

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 volunteer@pcta.org or 1331 Garden Highway, Sacramento CA 95833.

Administrative Report Form	Provide PCTA with your volunteer hours and accomplishments for administrative projects. This includes hours spent writing stories for PCTA publications, maintaining tools, moderating PCTA social media channels, etc. Choose the appropriate option below to submit your report. Contact volunteer@pcta.org for log-in information if needed.
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 [Online \(I have a login\)](#)
[Online \(I don't have a login\)](#)
[Excel](#)
[PDF](#)

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

<h3>On-Trail Projects</h3> <ol style="list-style-type: none">1. Create a new project Start here if you have not already2. Report on or view existing projects View, manage, or report on projects that you have already created.		<h3>Administrative Activities</h3> <ol style="list-style-type: none">1. Create a new admin hours report Start here if you have not already created a report.2. View existing reports View reports that you have already created.
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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.
- **Youth:** Was this project specifically for youth volunteers? If so, check the box.
- **Month/Year of Work**
- **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.
 - Advocacy: Hike the Hill, legislative support, etc.
 - Governance: Board of Directors meetings, etc.
 - Land Protection: Assisting PCTA's Director of Land Protection
 - Outreach: Tabling events, P3 Hiker activities, etc.
 - Publications: Writing/editing pieces for PCTA's blog, social media, Communicator, etc.
 - Trail Maintenance: Organizing/maintaining tools, sending/responding to trail volunteer inquiries, etc.
 - Trail Protection: Assisting PCTA's Trail Operations staff with Optimal Location Reviews, land/agency management planning processes, etc.
 - Trail Skills Training: 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:**

Activities

Date	Travel	Admin	Total	Specialized	Description
06/28/2018	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Add/Remove Date  

v. June 2018

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.

My Email*



I want to send a report to these additional individuals:

If you want to send to additional agency partners, enter them here. *(Comma separated)*

email@address.com,email@address.com

Submit

