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**


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.

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

<table>
<thead>
<tr>
<th>On-Trail Projects</th>
<th>Administrative Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <a href="#">Create a new project</a> Start here if you have not already project.</td>
<td>1. <a href="#">Create a new admin hours report</a> Start here if you have not already created a report.</td>
</tr>
<tr>
<td>2. <a href="#">Report on or view existing projects</a> View, manage, or report on projects that you have already created.</td>
<td>2. <a href="#">View existing reports</a> View reports that you have already created.</td>
</tr>
</tbody>
</table>
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**
- **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.
- **Youth**: Was this project specifically for youth volunteers? If so, check the box.

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.
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.