How to Submit Admin Volunteer Hours

Introduction:

These instructions are for recording volunteer hours you accrue during activities such as writing/editing PCTA publication pieces, organizing/maintaining tools, and helping with PCTA’s social media channels. These activities are typically off-trail and done by individuals vs. groups.

Most on-trail activity, including time spent scouting or performing trail maintenance, should not be included on this form. Instead, crew leaders should use trail work project reports to record scouting and trail maintenance hours and accomplishments.

Volunteers can record their individual admin hours in the following 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 Events**: Tabling events, P3 Hiker activities, etc.
- **Publications**: Writing/editing pieces for PCTA’s blog, social media, Communicator, etc.
- **Trail Protection**: Assisting PCTA’s Trail Operations staff with Optimal Location Reviews, land/agency management planning processes, etc.
- **Visitor Use Management**: Trailhead hosts, trail register data collection, etc.
- **Trail Skills Training**: Organizing Trail Skills Colleges, saw trainings, crew leader trainings, etc.
- **Trail Maintenance**: Organizing/maintaining tools, sending/responding to trail volunteer inquiries, planning/attending volunteer group meetings related to trail work, etc. Reminder: time spent performing trail maintenance should not be included on this form.
- **Trail Assessment**: Sending/responding to trail assessment/scouting inquiries, planning/attending meetings related to trail assessments/scouting, etc. Reminder: time spent performing trail assessment/scouting should not be recorded on this form.

**STEP 1**

Log into your PCTAConnect account and click on Log My Admin Hours.
STEP 2

Fill in the fields at the top of the form:

- **Volunteer Group Name**: If you’re part of a regional PCTA or partner volunteer group, please select it from the drop-down. Otherwise, please select “Pacific Crest Trail Association.”
- **Agency**: Most of the time, you’ll want to select PCTA as the unit. Choose the local agency unit only if your admin hours are dedicated to one specific unit.
- **Category**: see definitions above.

These details will be recorded along with all of the volunteer dates and hours you list below. If your activities should be recorded under multiple group names, agencies, or categories, please submit separate forms.

STEP 3

Admin hours should be recorded by day. In the remainder of the report, enter the date(s), travel hour(s) if applicable, project hour(s), specialized hour(s) if applicable and brief description(s) for volunteer activities.

Click Add More to add more dates.
If you have questions about your volunteer hours, please contact us at volunteer@pcta.org or (916) 285-1838.