

# 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.

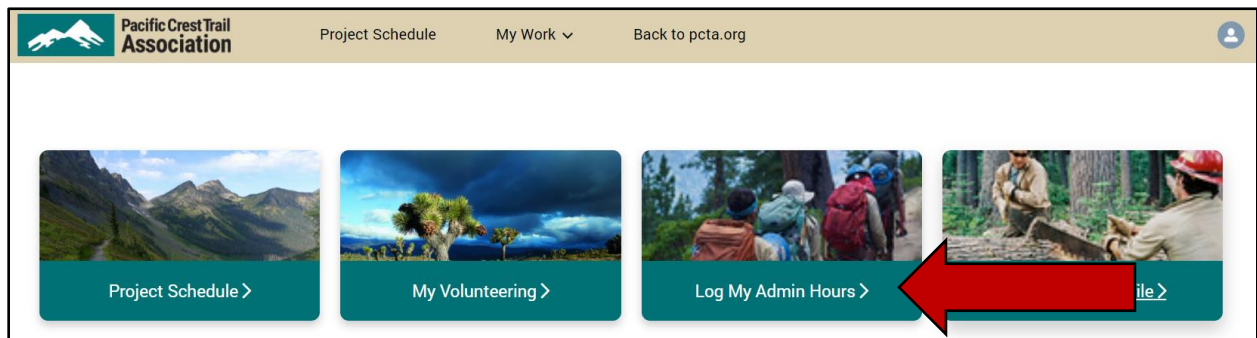
Most on-trail activity, including time spent scouting or performing trail maintenance, should not be included on this form. Instead, crew leaders should use trail work project reports to record scouting and trail maintenance hours and accomplishments.

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 PCTA**Connect** 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.

The screenshot shows the top portion of a form. At the top is a dropdown menu labeled "\*Volunteer Group Name" with "Any" selected. Below it are two more dropdown menus: "\*Agency" and "\*Category", both also with "Any" selected. Three red arrows point upwards to these three dropdown menus. Below the dropdowns is a table with columns: "Remove", "Date", "Travel Hours", "Project Hours", "Total Hours", "Specialized Hours", and "Description". The "Date" column has a date input field with a calendar icon. The "Travel Hours", "Project Hours", and "Specialized Hours" columns have numeric input fields. The "Total Hours" column has a greyed-out input field. Below the table are two buttons: "Add More" and "Submit Hours".

## 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.

This screenshot shows the same form as in Step 2, but with red arrows pointing to the input fields and the "Add More" button. The arrows point to the "Date" input field, the "Travel Hours" input field, the "Project Hours" input field, and the "Add More" button. The "Specialized Hours" input field is also visible but not pointed to by an arrow.

If you have questions about your volunteer hours, please contact us at [volunteer@pcta.org](mailto:volunteer@pcta.org) or (916) 285-1838.