

HOW TO FILL OUT YOUR WORK BEE REPORT

Please fill One Work Bee Report For Each Day of Work

Chapter – Your chapter's name.

Date – The date the work was done.

Project Coordinator – The person in charge of the work that day.

Project – The project you are doing, such as building bridges, clearing/scouting trails, hauling in supplies, etc.

Location – Where you are working, trail name, valley, mountain area, or general location.

District – The district you are working in, Okanagan, Kamloops, Squamish, etc.

Agency – The agency/landowner for the site: Parks, Forestry, Municipal, private land, etc.

Names – A list of everyone who worked on the work bee. List non-members as a guest.

Personal Travel Time – This is each persons travel time from their place of residence to the work bee and includes the return time back to their place of residence.

Personal Vehicle Mileage – This is the total kms. from your place of residence to the work bee and includes the return kms. back to your place of residence. **This is for the driver only and if you are NOT hauling stock animals.**

Stock Hauling Mileage – This is the total kms. from your place of residence to the work bee and includes the return kms. back to your place of residence. **This is for the driver only and if you ARE hauling stock animals.**

Meeting Labour – Time spent attending meetings to gain/retain access to ride.

Scouting / Mapping Labour – Time spent scouting new trail or mapping trails.

General Labour – If the person's labour on the work bee is classified as general labour, such as scouting/flagging trails, brushing, grubbing, hand tool work, etc., enter the hours in this column.

Skilled Labour – If the person's labour on the work bee is classified as skilled labour, such as running equipment, packing in supplies/tools/materials, carpentry, chain saw operating, etc., enter the hours in this column.

Number of Saddle or Pack Stock Used – Enter the number of saddle or pack stock used by each person that day.

Personal Chain Saw – Enter the number of hours each person had their saw along and was used. Total hours should be the same as the saw's operator even if it wasn't used the entire time.

Under Other Types of Equipment

Type – List the type of equipment used such as quad, backhoe, cat, boat, tractor, etc.

Size – List the size of the piece of equipment such as D-4 (under cat) or 580 (under backhoe) etc.

Hrs. – List the number of hours the piece of equipment was used. Should include travel time if it was involved.

Rate – If you know the rate of the piece of equipment include it in this column. (If you don't know, leave blank)

Amount – Amount is the number of hours times the rate if known, if not known leave blank.