

Notes for BCHA volunteer report form

This is a revised version which BCHA would like to use.

With this form, the summary sheet (1st tab at bottom of sheet) is 2 pages. The first page requires legal size paper for printing. The second page prints on letter size paper. The name this your project (2nd tab and rest of tabs at bottom of sheet) will also print on letter size paper. With the summary pages remember to set the print area for each page separately.

The files on the CD are “read-only” files and need to be copied into your hard drive, in order to work with the forms.

There are 10 sheets (tabs at the bottom of the form) for each event within a chapter. If you need more sheets, i.e. your chapter has more than 10 events in a year, you can add sheets by right click on last tab, (name your project – 10). Click on Move or Copy, Click on (move to end) at bottom of list. Check box at bottom that says Create a Copy. Click ok. To rename the tabs to the name of the event or project, right click on tab at bottom, Click on rename, tab will highlight and then type the name you want to give the event or project. Hit enter when done and the tab will be renamed.

There are formulas entered into the cells which help calculate the numbers. If a number that you enter into one of the cells is incorrect or you want to change it for some reason, do not use the delete key, as this will also delete the formula. Instead use the undo typing command in the edit menu, which will undo what was entered in the cell but not the formula.

The value for “heavy equipment” has not been determined. It has been suggested that one could use the local rates of one’s area. These rates seem to vary by state as well as within each state. Suggest a call to the local equipment rental place to find out the local rate. To that rate add \$3.00 per hour of use.

Each chapter can use this form, summarizing on the first sheet, which can be forwarded to whoever is compiling all the state chapters into a state summary. After the state summary is created, it can be forwarded to Nick Martinez, (ennicolas@earthlink.net) or by mail on a disk.

Hoping this is getting easier to do with each passing year. And as always, appreciate any input or suggestions on how to improve this form.