

To type on the form in Adobe Reader: click on Fill & Sign in the All Tools menu on the left side of the screen. Click anywhere in the form to fill the necessary information. Save file, then attach it to an email to **Michele Machado Woods at meechele418@gmail.com**. You can also email Michele the information without filling out the form by labeling the hours. **Email no later than December 20.**

or

Print form, fill out, and return to Michele at 7131 Machado Lane, Montague, CA 96064
If mailing, please send no later than December 12.

Volunteer hours are due to BCHC by January 1. Don't delay in submitting so we can compile all Unit hours and meet the January 1 deadline.

Volunteer Hours and Mileage for 2025
Please fill out and return:

Ballpark figures/guesstimates/are fine!

Name: _____ (one person only)

Hours spent attending/participating events: _____
Include meetings, Rendezvous, Playday, Parades, Trail Rides, Fair Booth, State Conventions, Highway Clean-up, 4th Grade Ag Awareness Day, etc. (do not include sleeping hours).

Miles traveled for personal vehicle: _____
Only present miles if you were actually driving. Include miles at misc. events mentioned above.

Miles traveled hauling stock: _____
Only the person driving trailer gets credit for hauling stock to various events.

Hours for Administration duties: _____
Website, Newsletters, Board of Directors, Officer duties

Work Parties:
• Do not include hours/mileage if you worked on work parties as those have been calculated separately.
• Do not include hours/mileage if you worked on the Fish Plant program as those have been calculated separately
• If you worked on other work parties (not include Work Parties or Fish Plant) mileage: _____
hours: _____

Thanks for taking time to fill this out! May you and your family have a great 2026!